WELCOME FROM STUDENT LIFE

MVNU Students,

When I went to college, I had my ideas of what the next four years would hold. I was wrong. You might be too. And that’s completely alright.

There are likely twists and turns of all types in your college future that you currently can’t see. Some will be exciting. Many will be challenging. Some might be painful. Regardless, know that the faculty, staff, and students at MVNU will be there to walk you through it. You are not alone. Surround yourself with the people who will push you, love you, and support you.

If you let it, this place has the potential to shape you beyond what you expect, not because we’ve figured out some undiscovered formula for life success. We just hold this deep belief that every student who steps foot on this campus is born with God-given potential that is waiting to be discovered, nurtured, stretched, and developed. That belief lived out in the context of Christian community causes lives to be transformed, many times beyond imagination. Be prepared to be pushed and grow in all areas – academically, emotionally, spiritually, relationally, and physically.

Know that you’re welcomed, loved, and prayed for, no matter who you are. Embrace the community. Don’t just sit and soak; become involved. Leave your door open so that friends can pop in. Find your people and learn to love all who cross your path.

We believe that the love of Christ changes the world. You’re a recipient of that love, so prepare to be changed. And prepare to be a part of bringing about change because of that love.

Welcome!

Tracy Waal
Vice President for Student Life
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STUDENT LIFE STAFF

The Office of Student Life exists to create and maintain a positive living and learning experience for the holistic development and formation of students.

VP of Student Life
Director of Intercultural Life
Director of Campus Life
Administrative Asst. for Student Life
Student Life Coordinator

Director of Residence Life
Resident Director, Oakwood Hall
Resident Director, Pioneer Hall
Resident Director, Galloway Hall
Resident Director, Cedar/Birch/Redwood
Resident Director, Cypress/Spruce
Resident Director, Rosewood/Maplewood/Elmwood

Director of Counseling and Wellness
Counselors

Coordinator of Student Health Services
Counseling/SHS Receptionist

Athletic Director
Baseball Coach
Basketball Coach (M)
Basketball Coach (W)
Competitive Cheer Coach
Cross Country Coach
Esports Coach
Golf Coach
Soccer Coach (M)
Soccer Coach (W)
Softball Coach
Tennis Coach
Track Coach
Volleyball Coach (M - Club)
Volleyball Coach (W)
Athletic Trainer
Assistant Athletic Trainer
Coordinator of Athletic Department
Athletic Administrative Assistant
Coordinator of Intramural Athletics

Tracy Waal
Jim Singletary
Rochel Furniss
Wendi Lahmon
Trinia Huddleston
Joshua Kusch
Jacob Booher
Maggie Figueroa
Rachael Dunsar
Kirsten Umphryes
Zac Sherman
Brittany Estep
Eric Browning
Jennifer Gotschall, Candice Krabill, Melissa Sellers, Carolyn Swallow
TBD
Gina Stevens
Chip Wilson
Keith Veale
Jared Ronai
Amanda Short
Jill Macklin/Melissa Nowicki
Simon Taylor
Justin Nowicki
Mike King
Zach Ganzberg
Sarah Maracani
Jeana Howald
Alvin Cheng
Ellis Gallion
Doug Sherer
Paul Swanson
Brian Humphrey
Madison DePollo
Paul McNeal
Alex Stewart
Simon Taylor

Student Life Office, Hyson Campus Center, 2nd Floor (Open M-F, 8:00am-4:30 pm)
Athletic Office Ariel Arena, 1st Floor
COMMITMENT TO COMMUNITY

We believe that Christ-centered educational preparation is part of a transforming experience and this is why you will hear many say that MVNU is “life changing”. The MVNU educational experience shapes lives and cultivates Christ-likeness. We believe that some of the best learning, growth and development is due to our intentional pursuit of life in community. As a community, we agree to live in such a way that our behaviors and attitudes are informed by a common set of beliefs and values reflecting our educational mission, our commitment to service, and our unity in Christ. Our Commitment to Community allows us to bring out the best in each other and when practiced, helps shape the Christ-like character towards which we strive.

**Affirmations**

1. WE LOVE GOD

2. WE RESPECT OTHERS

3. WE BELIEVE IN PERSONAL RESPONSIBILITY

These affirmations invite us to understand ourselves as stewards of our lives and our bodies and to humbly submit to the invitation of God to be holy as He is holy. As our University President, Dr. Henry Spaulding, reminds us: "These affirmations reflect MVNU’s conviction that the biblical mandate for the holy life, to which God calls all believers, is summarized in the scriptural commands to "love the Lord thy God with all thy heart, soul, mind, and strength and thy neighbor as thyself"...In times like these, when Judeo- Christian values are no longer the moral centerpiece of our culture, we believe the need for a university that practices these standards is greater than ever...”

While we recognize that diversity exists within our community, we also understand that the differences in ability, backgrounds, beliefs, and interests have the potential to bring richness to the student experience when lived out in Christian love and support. Individual diversity must come within the bounds by which the community defines itself. Individuals who join the community must also be willing to live with integrity within the boundaries if the community is to function.

MVNU is committed to living in Christian community. We recognize that each student is at a different place on their faith journey. Everyone, regardless of faith background, is invited to join MVNU’s commitment to community. Students who enroll at MVNU have indicated their agreement with MVNU’s commitment to community on the admissions application.
These are the things our community stands for:
   1. Commitment to spiritual growth and character formation
   2. Expression of Christian values through responsible decisions and actions
   3. Honesty and integrity in our academic, personal, and social lives
   4. Pursuit of habits that promote self-control
   5. Healthy interpersonal, sexual, and romantic relationships
   6. Personal responsibility in decision making
   7. Transformation through engagement and collaboration
BACKGROUND, PHILOSOPHY, AND MISSION

University Mission
The mission of the University designates the framework in which University policies are developed and upheld. Mount Vernon Nazarene University exists to shape lives through educating the whole person and cultivating Christ-likeness for lifelong learning and service.

University Motto
“To seek to learn is to seek to serve.”

Missional Context
Mount Vernon Nazarene University, established by the Church of the Nazarene, opened its doors in 1968 and serves the denomination’s East Central Region. The University offers liberal arts, professional, and graduate education at its main campus in Mount Vernon, Ohio as well as at multiple regional campuses.

The educational philosophy and purpose of Mount Vernon Nazarene University are shaped by its Wesleyan-Armenian holiness theological roots, informed by the Bible, focused on Christ-likeness, and defined by an emphasis on loving God with all of one’s heart, mind, soul, and strength, as well as loving one’s neighbors as one’s self. Students are nurtured and empowered through caring relationships with faculty, staff, and administrators; challenged to be devoted disciples of Christ; drawn toward discovery of wisdom and truth in every discipline of study; prepared for leadership in various professions; equipped to be lifelong learners; and sent into the world to live out their faith by offering their hearts and lives in service to God and others.

The University is characterized by an engaging environment where diversity is celebrated and differences in ethnicity, denomination, gender, economic level, and stages of spiritual development are embraced. A spirit of worship unifies the academic, social, and spiritual life of the student body, and the community is shaped through shared commitments, values, and experiences that provide the context for transformation in Christ, individually and collectively. Excellence in vocational pursuits and in character development are viewed as an expression of faithful stewardship, and a lifestyle of compassion is demonstrated as the most effective witness to others of God’s love. As students become graduates, the marks of Mount Vernon Nazarene

Notice of Non-Discriminatory Policy
Diversity Statement
Retention of Right to Amend
University continue to identify them as devoted disciples, servant leaders, learning professionals, and loyal alumni.

**Student Responsibility**
MVNU students are expected to become familiar with and abide by the community values, policies, and expectations outlined in this publication which includes but is not limited to these areas.

- Practicing honesty in academic pursuits, and social relationships and living in our community
- Abstaining from the use and or trafficking of alcoholic beverages, all forms of tobacco and cigarettes (including e-cigarettes), illegal drugs and narcotics and any other substance abuse.
- Avoiding entertainment which compromises Christian values, including the viewing of pornographic or promiscuous films or videos, profanity or vulgarity in speech and action and gambling in any for.
- Refraining from sexual activity with someone other than one’s spouse.
- Completing the university expectations set forth for spiritual formation.

**Notice of Non-Discriminatory Policy**
Mount Vernon Nazarene University admits students to all the rights, privileges, programs and activities accorded or made available to students at the University without regard to race, color, national origin, ancestry, gender, age, disability, or socioeconomic status. It does not discriminate on any of the above factors in administration of its educational policies, admissions policies, scholarship and loan programs, athletic or other University-administered programs, facilities, housing, health services and extracurricular activities.

Any concerns regarding discrimination should be addressed to the Title IX Compliance Officer, Melanie Timmerman. Title IX provides that no person in the United States, on the basis of gender, shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving federal financial assistance. The purpose of Title IX is to ensure equal access and fairness for men and women with regard to athletics, employment, admissions, financial aid, publications, educational programs, and student rights. See Grievance & Complaint Procedures for more information.

**Diversity Statement**
Mount Vernon Nazarene University (MVNU) respects and significantly benefits from diversity of students, staff, and faculty. The University endeavors to model a diverse community of individuals who seek what is best for each other consistent with its mission, vision and values. Diversity is expressed through racial, ethnic, age, ability, geographic, gender, cultural, and socioeconomic differences among the campus community. MVNU takes seriously its responsibility to offer educational and professional opportunities equitably to all qualified persons it can reasonably accommodate. The University, through its curriculum, programs, and services, seeks to provide understanding and
supportive interaction among diverse population groups, respecting individuals’ personal values and ideals.

**Retention of Right to Amend**
The University reserves the right to amend the provisions of this handbook. The handbook attempts to present information regarding policies and procedures, programs, requirements, fees, etc. and the general rules and regulations of the University in an accurate and timely fashion. Changes in programs, requirements, regulations, etc., which are adopted through regular administrative procedures will be published through normal institutional channels and included in the next handbook. Changes enacted in this manner will supersede provisions of this handbook.
STUDENT SERVICES
Counseling and Wellness
Dining Commons
Lost and Found
Motherboard Technical Support
Post Office
Student Financial Services
Student Health Services

Counseling and Wellness
Counseling services are available to traditional undergraduate students. Due to student demand, services are not available for those enrolled through College Credit Plus (CCP) and Graduate and Professional (GPS) programs. Services include, but are not limited to personal, emotional, and relational counseling.

Personal Counseling
Personal counseling is offered to both individuals and groups through the Counseling Office. Examples of what students may seek help for include things such as eating disorders, homesickness, depression, poor study habits, addictive behavior, interpersonal communication difficulties, etc. All students are counseled in a professional and confidential manner. Both licensed male and female counselors are available. A holistic approach is followed and consideration is given to the areas of physical, emotional, spiritual, intellectual, and social wellness.

Support Groups
Support groups may be offered on a variety of subjects depending on students’ needs and counselor availability.

Resources
The Counseling and Wellness Office can provide a variety of resources to students to help them learn about and deal with many of the issues they may face during their time as students.

Policy for Students presenting Medical, Emotional, Psychiatric, or Disciplinary Problems
We want every student on our campus to be medically, emotionally, physically and mentally healthy. However, complete wellness cannot be assured. While it is not our desire to withhold information from concerned and caring parents, we are obligated by laws and professional licensure requirements to keep certain student information confidential.

Any student attending a post-secondary school receiving federal funds is protected by the Family Educational Rights and Privacy Act of 1974 (FERPA). Additionally, MVNU's counseling personnel subscribe to the American Counseling Association's Code of Ethics and Standards of Practice. This means
that the student's right to privacy can only be relinquished by the student who, for the purpose of this statute, is considered a self-determining adult.

Any student seeking counseling or medical services for any reason in MVNU's Counseling and Wellness Office or Student Health Services office must be assured of a safe and confidential environment. All information obtained in counseling, testing or medical consultation is confidential. Information regarding medication, hospitalization or therapy will be kept confidential unless released according to procedure or exceptions as stated below.

Students wanting their parents, or others, to know of their work in the counseling setting or medical treatment must sign a specific release form stating that such is their desire, indicating the persons to whom they want to receive this information. For emergency medical purposes, the Medical History form may be referenced for emergency notification.

There are exceptions to the consent policy: MVNU reserves the right, as allowed under FERPA, to disclose, without written consent, to appropriate persons in a health or safety emergency, so long as:

1. there is a serious threat to the student or others,
2. the knowledge of the information is necessary to meet the emergency,
3. time is of the essence, and
4. the professionals or family members to whom the information is disclosed are in a position to deal with the emergency.

Whenever a student exhibits a cognitive/emotional state or behavior indicative of actual or predisposed danger to himself/herself or others, initial information (e.g., student names, evaluation, recommended intervention and accountability procedure) will be presented directly to the Vice President for Student Life within 24 hours of the assessment. This information may also be discreetly presented to the Director of Campus Life, Director of Residence Life, the appropriate Resident Director(s), Student Health Services Coordinator, the Athletic Director, the Director of Intercultural Life, and/or Director of Counseling and Wellness when such release is deemed appropriate by knowledgeable individuals. In all instances, communication (written or oral) regarding the health, safety, and emotional condition of any student shall remain confidential and confined to appropriate professionals within the Student Life Division.

Most information related to disciplinary matters is considered confidential. Such information may only be presented or discussed when the student authorizes communication through a signed Information Release Form available in the office of Counseling and Wellness. This process complies with the Family Educational Rights and Privacy Act of 1974 (FERPA).

In all situations, MVNU personnel will strongly encourage students experiencing medical or emotional trauma requiring hospitalization to contact their parents and the University Campus Pastor or their personal pastor. MVNU
will make every possible effort to facilitate and encourage from a Christian and professional perspective communication between student and parent. Parents are encouraged to maintain a strong and open relationship with their student while recognizing the challenges and difficulties university students sometimes encounter.

Any questions regarding a student’s right to privacy may be referred to Director of Counseling and Wellness, Student Health Services Coordinator, or the Vice President for Student Life.

**Dining Commons**

Traditional, residential students who live on campus are required to be on the meal plan. Commuter students may purchase a commuter meal plan or purchase meals at a la carte prices. Guests and nontraditional students may purchase meals at a la carte prices. The Food Service Director and Managers are present to help students in any way possible. The Food Service Staff is authorized to enforce any rule relating to the Dining Commons. Inappropriate behavior may be cause for disciplinary action through Pioneer College Caterers or the Office of Student Life. The following procedures are in effect in the Dining Commons:

**Identification**

A student University ID card is required for every entry into the Dining Commons. Non-resident students will not be allowed in the Dining Commons unless they purchase a meal. Use of another student's identification to obtain meals is considered deceptive and fraudulent behavior requiring disciplinary response. Students will be charged the maximum semester meal plan price if food service is fraudulently obtained.

**Dress Policy**

Shirts and shoes must be worn in the Dining Commons at all times. Campus dress standards must be adhered to at all times in the Dining Commons.

**Dietary Needs**

Pioneer College Caterers, will consult with a nutritionist and work in conjunction with the student’s doctor to meet dietary needs.

**Food Consumption**

Waste is often created from too much food being taken. Please consider the amount of food taken and return to the service lines for more if necessary or desired. Food must be eaten in the Dining Commons. The only exceptions are when the nurse or the Resident Director gives written permission for taking a meal to an ill student in the residence living area or as part of the sack lunch program. Students will be charged for any food or utensils taken from the Dining Commons.

**Exchange Meals**
Resident student meal plans now include up to 15 Exchange Meals per semester. In lieu of eating your lunch or dinner in the dining hall, you can exchange that meal in The 586 during exchange meal hours (12pm-2pm, 8pm-10pm). Lunch exchanges include a cold sandwich or entrée salad option and dinner exchanges include a hot flatbread pizza, chicken tenders or sandwich special. Exchange meals include sides, dessert and beverage.

**The 586**
The 586 is located in the Prince Student Union and provides a variety of reasonably priced foods for the student ‘on the go.’ Don’t miss the 586’s specialty, “Weird Bread.” Hours of Operation are Monday-Friday 8:00 p.m. to Midnight.

**Road Bucks**
Road Bucks are tracked on Student’s ID cards. Each residential student is given $30.00 in Road Bucks per semester. For commuter students, Road Bucks are available at the Student Accounts office in increments of $25, $50 and $100 with discounts of 10%, 15% and 20% respectively. Road Bucks can be used at the 586 and are accepted in the Dining Commons. All Road Bucks expire at the end of the Spring term.

**Sack Lunches**
A sack lunch is provided to those who cannot be present for a meal due to a conflict in class schedule, work, most organized school functions, or student teaching and other internship experiences. Students may sign up for this service by completing a Sack Lunch Program Form and submitting it to the Dining Commons office. Sack lunches are prepared Monday-Friday from 6:15 a.m. to 9:00 a.m. and will include items from the sub-station plus pudding, fruit, chips, yogurt, and/or cookies and a variety of breads, a limited salad bar, and soda or water. Sack lunches for school groups, such as athletic teams, must be ordered 24 hours in advance. The group must be missing a meal for which the lunch is prepared.

**Green On-The-Go**
Green-on-the-Go boxes allow students on the meal plan to take food from the cafeteria. The process is outlined below:

1. Ask the cashier for a Green on the Go kit or exchange card.
2. Pay a deposit of $5 for your Green on the Go kit or exchange card.
3. Return your kit to the cashier for washing and you will be given a fresh Green on the Go kit (if you are dining to go) or a Green on the Go exchange card to be used at a later date (if you are dining in).
4. Lost kit or exchange card will result in the loss of deposit and new deposit must be paid in order to continue the program.
5. Your deposit will be refunded at the end of the year by turning in either your Green on the Go kit or exchange card.

**Meal Provisions**
- **Hot Breakfast** (7:00 a.m. – 9:30 a.m.): Features a ‘made to order’ line,
main entrée hot line, Belgian waffles, cereal, pastries and more. The deli bar will also be available from 6:15 am- 9:00 am for students who need to pack a lunch.

- **Continental Breakfast** (9:30 a.m. – 10:00 a.m.): Includes cereal, pastries and more plus our made to order line and Belgian waffles.
- **Light Lunch** (10:00 a.m. – 11:00 a.m.): Features deli bar, soup, salad bar, fresh baked desserts, ice cream and toppings along with cereal, bread and bagels, and fresh baked subs made to order.
- **Full Lunch** (11:00 a.m. – 2:30 p.m.): Available with all light lunch items plus a grill station, burritos made to order, pizza, demo station, dietary section (aka “cooked without”), smoked meats, and rotisserie program.
- **Light Lunch** (3:30 pm – 4:30 pm): Features fresh made to order subs, pizza, soup, salad bar, fresh baked desserts, cereal, bread and bagels, and ice cream and toppings.
- **Dinner** (4:30 p.m. – 8:00 p.m.): Features traditional line with all the specialty bars featured at lunch plus carved roasted meat. Once a week “premium night” selections.

**Cafeteria Hours of Operation**
Monday – Friday: 7:00 am – 2:30 pm, 3:30 pm - 8:00 pm
Saturday & Sunday: Breakfast, 8:30 – 9:30 am; Lunch, 11:30 am – 1:15 pm; Dinner, 5:00 – 6:30 pm

**Food Service Calendar**

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Meal</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 30, 2020</td>
<td>Friday</td>
<td>Breakfast</td>
<td>Begin board feeding for semester</td>
</tr>
<tr>
<td>September 2, 2019</td>
<td>Monday</td>
<td>Breakfast</td>
<td>Begin continuous feeding schedule @ 7:00 AM</td>
</tr>
<tr>
<td>October 11, 2019</td>
<td>Friday</td>
<td>Dinner</td>
<td>Close at 2:00 PM. Begin break feeding schedule 5:00-6:30PM</td>
</tr>
<tr>
<td>October 16, 2019</td>
<td>Wednesday</td>
<td>Breakfast</td>
<td>Resume continuous feeding schedule</td>
</tr>
<tr>
<td>November 26, 2019</td>
<td>Tuesday</td>
<td>Lunch</td>
<td>Close for Thanksgiving at 2:00 PM</td>
</tr>
<tr>
<td>December 1, 2019</td>
<td>Sunday</td>
<td>Dinner</td>
<td>Re-open at 5:00 PM</td>
</tr>
<tr>
<td>December 12, 2019</td>
<td>Thursday</td>
<td>Lunch</td>
<td>Close for semester at 1:30 PM</td>
</tr>
<tr>
<td>January 8, 2020</td>
<td>Wednesday</td>
<td>Dinner</td>
<td>Begin board feeding for second semester</td>
</tr>
<tr>
<td>Date</td>
<td>Day</td>
<td>Time</td>
<td>Event Description</td>
</tr>
<tr>
<td>---------------------</td>
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<td>------------</td>
<td>--------------------------------------------------------</td>
</tr>
<tr>
<td>February 21, 2020</td>
<td>Friday</td>
<td>Lunch</td>
<td>Close for Spring break at 2:00 PM</td>
</tr>
<tr>
<td>March 8, 2020</td>
<td>Sunday</td>
<td>Dinner</td>
<td>Re-open at 5:00 PM</td>
</tr>
<tr>
<td>April 9, 2020</td>
<td>Thursday</td>
<td>Lunch</td>
<td>Close for Easter break at 2:00 PM</td>
</tr>
<tr>
<td>April 13, 2020</td>
<td>Monday</td>
<td>Dinner</td>
<td>Re-open at 5:00 PM</td>
</tr>
<tr>
<td>May 2, 2020</td>
<td>Saturday</td>
<td>Breakfast</td>
<td>Board Calendar ends for the year with breakfast</td>
</tr>
</tbody>
</table>

**Lost and Found**
The Lost and Found Service is located in the Office of Student Life in Hyson Campus Center. When an article is received, a staff member will record the date of receipt and a description of the item in the Lost and Found log. Persons claiming lost items will be required to present photo identification or provide a description of the missing item(s). Upon proof of ownership, the staff will immediately return any lost property to its rightful owner.

The retention period and manner of disposal for all recovered items depends on the apparent value of the item. Items of significant value will be kept until the end of the semester.

Items of lesser value, such as clothing and umbrellas, will be kept for 30 days. For health and safety reasons, some items will not be accepted including but not limited to prescription drugs, toiletries, clothing of a personal nature, etc. All items left unclaimed at the expiration of the stated holding period will either be discarded, donated to charity, or given away. The University is not responsible for lost and/or stolen items.

**MotherBoard Technical Support**
The Information Technology Services department provides technical support for faculty, staff, and students under the pseudonym "MotherBoard" identified with a distinctive shield symbol. Any technical notices, warnings, or messaging from the ITS department include the symbol above as an easily discernible identifier validating information provided.

ITS is responsible not only for providing campus services like wifi, email, portal, and Moodle, but also the computer equipment for campus including classrooms, labs, and general use & on-loan technology.

Comprised primarily of students, the helpdesk is always accepting applications and provides jobs for a wide selection of skill sets: Graphic Design,
Videography, Tech Support, Wi-Fi Support, Campus Printing, VR Lab, Network Infrastructure, Programming, etc.

For students, the helpdesk offers a variety of services, free of charge, during regular business hours to include:

- Hardware Diagnostics
- Software Training
- Software Repair
- Malware Scanning & Remediation
- Technical Education & Training
- MVNU Accounts & access troubleshooting (portal, email, moodle)
- ID Card Reprinting
- ID Card/Access Control troubleshooting

Having a problem with Technology?

Hours of Operation
Monday – Thursday: 7:30 am – 7:30 pm
Friday: 7:30 am – 4:30 pm

Post Office
The Campus Post Office, located on the lower level of Hyson Campus Center is open Monday – Friday, 9:30 a.m. to 4:30 p.m. Postal service is offered for all incoming/outgoing mail and for internal MVNU communications. The Post Office receives and sends all USPS packages. UPS and Federal Express Packages are delivered to the Receiving Department each morning and brought to the Campus Post Office in the afternoon.

All full-time students are assigned a campus box and should check the assigned box regularly. Student mail is processed and boxed twice a day. The sender must have his/her return name and address or box number on mail. On-campus mail does not require postage.

Post Office personnel will notify the Office of Student Life if mail items contain
substances, materials, or communication that violates the mission and policies of Mount Vernon Nazarene University.

**Student Financial Services**
The Student Financial Services Office exists to assist students and parents in financing an education at MVNU. Resources consist of grants, scholarships, employment, and loans, all of which come from a variety of federal, state, local, and institutional sources. Mount Vernon Nazarene University adheres to all federal and state regulations in administering student aid programs. Inquiries and requests should be directed to the Student Financial Services office.

**Office Information**
The Student Financial Services Office is located on the first floor of Founders Hall. Office hours are Monday - Friday from 8:00 am - 4:30 pm. The telephone number is (740) 397-9000 ext. 4520 (Financial Aid) and ext. 4540 (Student Accounts). The Mount Vernon Nazarene University Student Financial Services website is located at [https://www.mvnu.edu/undergraduate/financialaid](https://www.mvnu.edu/undergraduate/financialaid)

**Applying for Financial Aid**
All students are encouraged to apply for financial aid. The application process consists of the initial MVNU Application for Admission and the Free Application for Federal Student Aid (FAFSA). The FAFSA determines eligibility for need-based aid from a variety of sources. It is completed online at [www.FAFSA.ed.gov](http://www.FAFSA.ed.gov). This application must be completed for each year in which a student wishes to be considered for need-based aid, as well as Direct Subsidized and Unsubsidized and Parent PLUS loans. The MVNU school code is 007085.

**Financial Aid Award Notifications**
Financial Aid Award Notifications will be mailed to incoming students who have been accepted and completed all necessary paperwork. For returning students, the Financial Aid Award Notifications are available on the MVNU Portal at [portal.mvnu.edu](http://portal.mvnu.edu) or by visiting [myaward.mvnu.edu](http://myaward.mvnu.edu).

**Changes in Full-time/Part-time status or Withdrawal**
Changes to full-time or part-time status, or withdrawing from the University, may affect financial aid eligibility for the current term and future terms. Any student anticipating or considering a change in enrollment status should contact the Student Financial Services Office to discuss how financial aid may have to be adjusted.

**Satisfactory Academic Progress**
To remain eligible for federal, state, and institutional financial aid, students are required to make satisfactory progress towards achieving a degree. Students must pass 67% of attempted coursework, maintain a minimum cumulative grade point average of 2.0 and not exceed over 1.5 times the total credit hours required for his/her degree program. Academic progress is monitored at the end of each semester. A student’s eligibility for financial aid may be in
jeopardy if these standards are not met. See the complete policy on the MVNU website for more details.

**Student Costs 2019-2020:**
https://www.mvnu.edu/undergraduate/financialaid/tuitionandcosts

**Student Health Services**
Mount Vernon Nazarene University maintains an on-campus Student Health Services office, under the direction of a registered nurse during the academic year when classes are in session. Information regarding local medical providers, office hours and locations are available through Student Health Services and on the MVNU portal page under Student Resources/Health Services.  https://portal.mvnu.edu/sr/healthserv/Pages/default.aspx

**Office Hours**
Monday – Friday, 12:30 – 4:30 pm

**Residential Health Advisors (RHA)**
If a student has a medical problem after office hours, which cannot wait until the nurse returns to duty, he/she should contact the Residential Health Advisor (RHA) on call at 740-358-0345. The RHA will give first-aid treatment, possibly contact the university nurse, and provide access to self-care supplies.

**Medical History Form**
The Medical History form (https://forms.mvnu.edu/Health) must be completed in full and returned to Mount Vernon Nazarene University before students move into campus housing. The form must include accurate and complete information regarding the student's immunizations. Forms without complete information will be returned to the student. The student's immunizations must be current prior to arriving on campus.

**Student Responsibility and Reporting**
Students will assume responsibility for themselves when under the care of a physician or dentist, and need to follow directions carefully for any prescribed medications. Students are responsible for reporting any illness or injury to the nurse. Students are asked to update their MVNU medical records regarding any change in medical status or condition by contacting Student Health Services. This insures prompt and appropriate medical treatment should the need arise.

**Air Conditioning Requests**
Students who need air conditioning for specific medical problems will need to complete the “Special Housing Accommodations for Health Concerns” form and have a completed Medical History Form on file with Student Health Services. Air Conditioner Approval Form (is this link up to date?)

**Medications and Special Treatments**
Students who require special medications should make appropriate arrangements with the nurse. Students with diabetes are encouraged to discuss insulin dosage and arrangements for taking the same with the nurse. Sharps containers are available at no charge to students and may be returned for safe disposal. Students on an allergy regimen ordered by a physician may contact the Student Health Services Office for allergy injection policy and procedure.

**Health-Related Class or Chapel Absence**

Students are expected to contact their professors to make arrangements for missed coursework prior to missing class for illness or the Campus Ministries Office Administrator for missed chapel. A student who is unable to attend class or chapel for medical reasons may contact the nurse. Verification of contact or visit related to illness, not an excuse, will be sent to faculty or the Director of Discipleship Ministries. For extended health related absences, written documentation from a health care provider is required.

**Health Care Equipment**

Certain health care items (crutches, wheelchair, heating pads, etc.) are available on loan from the Student Health Services Office at no charge. All loaned equipment is recorded and students are charged an appropriate replacement fee when items are not returned.

**Medical Insurance Policy**

MVNU has determined that providing student health insurance does not offer clear or significant value to either the student or the university. Students are encouraged to obtain their own health insurance. International students are required to obtain Medical insurance upon arrival to the US or have proof of coverage from a family insurance carrier. This is reported to Human Resources and Student Health Services.

**Contagious and Infectious Disease Policy**

Mount Vernon Nazarene University recognizes that certain contagious and infectious diseases jeopardize the health, welfare, and safety of the individual as well as all members of the community. When these conditions occur, the situation may produce a diverse effect upon the academic and residential community. Contagious and infectious diseases shall consist of any and all forms of disease that pose a health hazard to the people on the Mount Vernon Nazarene University campus by virtue of their ability to spread and cause morbidity and mortality to those people. The University also recognizes the importance of maintaining individual confidentiality while protecting the population of the University. The following are policies and procedures that seek to assure confidentiality, health, and safety, with regards to contagious and infectious diseases:

1. The President will appoint an Emergency Response Committee to administer policies and procedures. Composition of this committee will include the Vice President for Student Life, University Nurse, Director of
Residence Life, Director of Campus Life, Director of Counseling and Wellness as well as other University members.

2. All students, who have been diagnosed to have a contagious or infectious disease that is a threat to the health, safety, and welfare of the individual or other members of the University community, are required to inform the Student Health Services Coordinator who carries institutional responsibility for the implementation of the contagious and infectious disease policy.

3. While Mount Vernon Nazarene University will not presently undertake a program for screening newly-admitted, current students, or newly-hired or current employees for contagious or infectious diseases, the University reserves the right to require a physical examination and/or testing when there is reasonable cause.

4. The classroom attendance, residence options, and other campus participation of a student and the employment duties of a faculty or staff member with a contagious or infectious disease will be considered by the Emergency Response Committee on a case-by-case basis in a manner that maintains confidentiality and safety of the individual. This committee makes its recommendations to the University President who consults with legal counsel as appropriate. The following shall also be taken into consideration: the status of the individual’s overall health, the threat of infection to other members of the community, the status of the disease, the individual’s cooperativeness with University and health officials, the individual’s lifestyle, and the individual’s concern for others.

5. Exclusion may be necessary when the individual, based on the best medical advice available, presents a risk of infection to others or would himself/herself be subjected to serious risk of infection from others. When exclusion is necessary, the University will maintain confidentiality and deal with the individual in a manner that exemplifies compassion and concern.

6. It is a standard requirement that the University will adopt safety procedures for the handling of fluids such as urine, blood, and saliva since many diseases can be transmitted from infected persons to others by coming in contact with these substances. Disinfection of classrooms, laboratories, and other areas will be maintained according to accepted standards and procedures as outlined in the University’s Blood Borne Pathogens Procedures Manual.

7. University administration and staff will keep to an absolute minimum those who are aware of an individual who has a contagious or infectious disease to protect the confidentiality and privacy of the infected individual. Confidentiality will be maintained under the requirements of the health regulations of the State of Ohio and privacy requirements of
FERPA. The Contagious and Infectious Disease Committee will strictly observe public health reporting requirements.

8. Any Mount Vernon Nazarene University faculty, staff, or student who has been diagnosed or has tested positive for a contagious or infectious disease that is a threat to the health, safety, and welfare and does not honor the University policies and procedures and engages in conduct known to result in the infection of others, or ignores specific instructions as set forth will be subject to dismissal.

9. The University’s Contagious and Infectious Disease Committee will provide education, information, and counseling services to increase awareness and to deter the spread of contagious and infectious diseases. This preventative program will emphasize the recommendations of the public health services.

Spiritual Formation Plan Policies
One of the elements of the mission of MVNU is the cultivation of Christlikeness. Your formation as a student at MVNU is a vital part of what is known as “the MVNU experience”. We seek to foster an environment that encourages growth in grace, and to provide opportunities that address spiritual formation from a holistic perspective.

Spiritual formation can happen through many avenues. It is our goal to provide you with the opportunity to practice a variety of spiritual disciplines throughout your time at MVNU, recognizing that each person encounters God in different ways. As a part of our corporate commitment to cultivate Christlikeness, we ask that every student participate in MVNU’s Spiritual Formation Plan. It is our hope that through active, consistent participation, you will mature in body, soul, mind, and spirit.

Students have the opportunity to earn required Spiritual Formation Credits through a variety of disciplines that include corporate worship (chapel services), mentoring relationships, community service, wellness initiatives, and small group participation.

The most common method students use to earn spiritual formation credits is through corporate worship in chapel services. Our corporate gathering is an integral part of our spiritual formation. When we gather together, we are reminded that we are a part of something bigger than ourselves: the body of Christ. As we focus our attention on God, we are renewed in love and called forward into a renewed commitment to follow the way of Jesus in every part of our lives. Chapel services can also be a time for renewed unity and strength as it is the only time the majority of the campus community gathers together.

Chapel services for fall and spring semesters are held on Mondays-Wednesdays-Fridays (10:20 a.m. – 11:20 a.m.). The Office of Campus Ministries occasionally sponsors special evening chapel services as well.

As highly as we value chapel services, it is not intended to replace participation in a local church. We encourage every student to find a local church where they feel at home and to attend consistently.

All undergraduate students (commuter and residential) are required to engage in formative opportunities located in the Spiritual Formation curriculum as outlined below. We use a credit system to track student engagement. The information below will assist you in developing your plan and will guide you in
tracking your progress each semester. As you will see, there are many opportunities to choose from that are scheduled at a variety of times each week.

**Spiritual Formation Opportunities**
For the purpose of Spiritual Formation Policy, first time in college (FTIC) refers to a student who is entering college directly following high school, regardless of the number of college credits they have earned or their experience with a College Credit Plus (CCP) or other dual enrollment program. Students will remain FTIC classification until they complete spring semester. Requirements listed below are for all commuter and residential students. With the exception of FTICs, the number of credit hours earned determines a student’s academic classification.

- **Commuter CCP students**– need to earn 20 credits (choose to attend various corporate experiences)
- **FTICs, residential CCP students, and transfer freshmen who have 0 – 25 academic hours completed** need to earn 36 chapel credits
- **Sophomores** (26 – 55 academic hours completed) need to earn 30 chapel credits
- **Juniors** (56 – 89 academic hours completed) need to earn 26 chapel credits
- **Seniors** (90+ academic hours completed) need to earn 26 chapel credits

**FTICs, residential CCP students, and transfer freshmen** will be required to earn **36 credits**, regardless of academic hours earned. Credits can be earned through the following experiences.

- **Corporate Experiences** (1 credit per experience – morning and evening opportunities are listed on the MVNU portal)
- **Small Group** guided and sponsored by the Campus Ministries Office (up to 10 credits)
- **Community Service** guided and sponsored by the Campus Ministries Office (up to 10 credits)
- **Wellness Initiative** sponsored by the Student Life Office (up to 5 credits).

**Sophomores** will be required to earn **30 credits**. Credits can be earned through the following experiences.

- **Corporate Experiences** (1 credit per experience – morning and evening opportunities are listed on the MVNU portal)
- **Community Service** - guided and sponsored by Campus Ministries (up to 10 credits)
- **Mentoring Programs** – students may choose **ONE** of the programs to participate in and earn up to 10 credits:
  - **Campus Ministries Mentoring Program** – students can earn up to 10 credits by meeting with a mentor faculty/staff or approved off campus adult) during the semester. Mentoring program documents can be found on the MVNU portal under the Campus Ministries Mentoring Program link.
- **Peer-to-Peer Mentoring** – any sophomore can request to be matched with a junior or senior student from MVNU (who has been selected and trained by the Residence Life staff) and receive up to 10 credits for the Peer-to-Peer Mentoring program. The Peer-to-Peer Mentoring program documents can be found on the MVNU Portal (under the Residence Life link).
- **Wellness Initiative** sponsored by the Student Life Office (up to 5 credits).

**Juniors and Seniors** will be required to earn **26 credits**. Credits can be earned through the following experiences.

- **Corporate Experiences** (1 credit per experience – morning and evening opportunities are listed on the MVNU portal)
- **Community Service** - guided and sponsored by the Campus Ministries Office (up to 10 credits)
- **Mentoring Programs**: Students may choose ONE of the programs to participate in and earn up to 10 credits:
  - **Campus Ministries Mentoring program** – students can earn up to 10 credits by meeting with a mentor (faculty/staff or approved off campus adult) during the semester. Mentoring program documents can be found on the MVNU portal under the Campus Ministries Mentoring Program link.
  - **Peer to Peer Mentoring** – any sophomore can request to be matched with a junior or senior student from MVNU (who has been selected and trained by the Residence Life staff) and receive up to 10 credits for the Peer-to-Peer Mentoring program. The Peer-to-Peer Mentoring program documents can be found on the MVNU Portal (under the Residence Life link).
- **Wellness Initiative** sponsored by the Student Life Office (up to 5 credits).

For seniors whose academic program requires them to be away from campus, your School Dean will notify our office and the Campus Ministries Staff will work with you on a formative plan that engages you weekly taking into consideration your off campus schedule.

**Change in academic classification**

If a student’s academic hours change at any time of the semester it is their responsibility to notify the Campus Ministries Office so that their chapel requirements can be reviewed. A residential student reducing their academic hours during any given semester enrolled to part-time status will need to complete their chapel requirements. A commuter student changing their academic hours during any given semester enrolled to part-time status will be exempt from their chapel requirements for the remainder of the semester.

If a student is administratively withdrawn from one or more classes during a semester that would require them to be below 11 academic hours, they will still need to earn their required credits according to their classification within that semester.
Chapel Petition Process
Commuter students who are taking 11 or fewer academic hours (part-time status) or do not have any classes on MWF need to fill out a chapel petition (online via the MVNU Portal under the link of Campus Ministries/Chapel) to be exempt from chapel.

Commuter students who are 23 years and older with special circumstances may submit an online chapel petition and it will be reviewed each semester. Upon approval of a chapel petition a commuter will have a reduction in their requirement of credits and the remaining credits will need to earn via the various venues offered for credit according to the student’s classification. Each chapel petition submitted by a commuter student will be reviewed on a case by case basis and not all petitions will be approved.

Chapel Absences
The only circumstances that will be considered for an exemption will fall under the below categories during the morning chapel services on MWF:

- Family emergency (student must email the Coordinator of Discipleship Ministries)
- Medical issue with documentation from the university nurse or physician
- Military leave with documentation from their Unit Officer with the dates they are serving

Documentation of absences must be presented to the Campus Ministries Office no later than 5 business days following the absence. Any chapel absence (morning services only) related to the mission of the University may be submitted to the Campus Ministries office for review, however not all chapel absence requests will be granted.

<table>
<thead>
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<th>Credits short of requirement</th>
<th>Monetary Fine</th>
<th>Other Sanctions</th>
</tr>
</thead>
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<tr>
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<td>$260</td>
<td>Chapel Probation &amp; Suspension for 1 Semester</td>
</tr>
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</table>

Other Chapel Policies and Information
Attendance Checks
Students should check their chapel attendance through the MVNU web portal on a regular basis during the semester. Students have five business days from the date of absence to appeal the accuracy of chapel attendance records.

Interventions and Notification
Throughout the semester students will receive email notifications if they are falling behind in earning adequate chapel credits. Monetary fines are assessed at the end of the semester for failure to earn required chapel credits:

Chapel Attendance Baseline
- Students who are 12 credits short of their requirement during a semester will be placed on Chapel Probation for the following semester.
- Students who are 13 credits short of their requirement during a semester will result in being suspended for one semester.

Chapel Probation
Students on Chapel Probation must earn their required Chapel credits in the semester will be suspended for the following semester.

Graduation Requirements
All graduating seniors failing to meet minimum baseline requirements will result in a hold being placed on their account and their transcript held until additional work assigned by the Campus Ministries Office is completed and the chapel fine is paid.

All chapel fines must be paid before transcripts or diplomas will be released to a student.

Chapel Attendance Appeal Process
Each student will be responsible for keeping track of their chapel credits. A student’s chapel record can be found on the MVNU portal. Ignorance of the chapel attendance policies or failure to meet chapel credit requirements does not excuse assessment of a monetary fine. Students will have 5 business days following the last chapel of each semester to appeal any chapel penalties. All chapel fines must be paid before transcripts or diplomas are released.

A chapel fine can be paid by at the Student Accounts Office in Founders Hall or by credit card or cash at the Perry Business Building located beside the Lakeholm Administrative Building.

Late Policy
The chapel hour begins at 10:20 a.m. Students who arrive after 10:30 a.m. will be scanned in the Chapel lobby and marked as absent. If a student’s ID card does not scan due to being damaged or worn out, they are encouraged to go to Motherboard Helpdesk in the basement of the Library and purchase a new id card. It is the student’s responsibility to have their ID card with them to receive chapel credit following a morning service or evening event. A new ID card will
cost $10.

Chapel Behavior Guidelines
Chapel is a community event for Mount Vernon Nazarene University, because of its corporate nature, students are expected to conduct themselves responsibly, respectfully, and politely during chapel. A student is requested to keep in mind that their actions can be disruptive to others during chapel.

Students may not use another student's ID to scan for chapel attendance. Students who attempt to falsify chapel attendance for any reason will have 2 credits deducted. Students who falsify their chapel attendance more than one time will receive a fine of $50. Persistent abuse in this area will result in chapel probation. Students may not leave early from chapel unless prior approval from the Campus Ministries Office has been granted. Absences in excess of those allowed will incur (except for documented illness, medical emergency, military leave or a funeral) monetary fines and/or other baseline disciplines.
ACADEMIC LIFE
Academics
Thorne Library/Learning Resource Center
Center for Student Success
The MVNU Testing Center
Career Development Center

Academics
MVNU encourages personal integrity and maturity in its students. To that end
the University adheres to the principle of unquestioned honesty in its
expectations of students, faculty, and staff. This standard should govern
relationships and behavior in MVNU residence halls, classrooms, chapel, and
other campus entities. As a Christian community, faculty, staff, and students
have a moral and ethical responsibility to refrain from any activities or
behaviors that would suggest academic dishonesty and lack of personal
integrity. Academic dishonesty may involve attendance fraud, cheating,
plagiarism, laboratory fraud, fabrication, or electronic media fraud.

See the University Catalog regarding academic procedures and integrity at
https://www.mvnu.edu/catalog.

Thorne Library/Learning Resource Center
Thorne Library and Educational Resource Center contain more than 160,000
items, including print books, periodicals, CDs, DVDs, VHS, vinyl records,
children’s literature, curriculum materials and kits. Access to 50 million library
items is available through OhioLINK, our statewide library network. Books in
our local collection are classified according to the Library of Congress
classification system.

Library and Educational Resource Center Hours
Monday–Thursday 7:30 am – 11:00 pm
Friday 7:30 am – 8:00 pm
Saturday 11:00 am – 6:00 pm
Sunday 3:00 pm – 11:00 pm

Library Hours will vary during breaks, holidays and summer term. Check the
library’s Facebook page for updates to library hours.

Library Resources
The Library offers print, audiovisual, and electronic resources, including access
to 140+ subscription databases, 20 million journal articles, and 100,000 e-
books. The library’s print book collections, reference collection, periodicals,
media (DVD, CD, Vinyl records, VHS, Cassettes) are all located on the upper
floor. The ERC, located in the lower floor, houses the children’s literature
collection, curriculum materials, kits, laptops, AV equipment and the graphics
lab.
Study rooms are also available on the upper floor. Keys to the study rooms may be checked out at the circulation desk. The upper floor of the library is designated as an area for quiet study.

The circulation desk is located on the main floor. Library items may be checked out or returned to the circulation desk. Items on reserve and OhioLINK requested items may be picked up at the circulation desk. An after-hours drop box for returning library items is located outside the main entrance. Do not put laptops or AV equipment in the drop box.

**Extended Hours Study Room**
The Extended Hours Study Room is available whenever the library is closed. The room is equipped with Wi-Fi, PC and Apple computers and a printer. Enter the study room by using your MVNU student ID at the door near the west corner of Thorne Library.

**Creating a PIN**
Library users will need to create a PIN (Personal ID Number) to access their library account, to request items in the OhioLINK catalog and to access databases from off-campus. To create a PIN, go to the library’s home page at [http://library.mvnu.edu](http://library.mvnu.edu) and click “Login” located in the upper right corner. The login form will ask the user to enter their last name, university ID number and PIN. The user initially creates the PIN comprised of 6-20 alphanumeric characters. Click “Submit”; the user will be prompted to re-enter the PIN twice. The PIN is set when you reach your personal library account. Thereafter, any time the user logs in or authenticates, the PIN is only entered once.

**Circulation (Thorne Library)**
Books are circulated for three weeks and may be renewed up to four times. Periodicals, videos, DVDs, and CDs circulate for seven days and may also be renewed once. Renewals may be made by phone or online. Items not returned when due are subject to fines. Reference books do not circulate outside the Library. Photocopies may be made in the Library at 10 cents per page. Scanned copies can be emailed in order to use money in printing accounts. A current MVNU ID is required for all material circulation.

**Laptop Circulation**
Laptops (MACs, PCs) may be checked out at the ERC circulation desk. Unless approved for overnight use, laptops are due at the day’s library closing. Laptops returned after library closing will be assessed a $50.00 fine. Laptop chargers and cases returned past library closing are also assessed $50.00 each. A current MVNU ID is required for laptop circulation.

**Equipment Circulation**
AV equipment (camcorders, cameras, etc.) is available in the ERC for MVNU educational use/purposes only. Reservations must be made 24 hours in advance of desired pick-up time. Circulation period is determined at the time of booking with no renewals. A current MVNU ID is required for circulation of all
Library Fines

- Overdue two-hour reserve books: $1.00 per hour
- Overdue two-day reserve books: $1.00 per day
- Overdue one-week reserves: $1.00 per day
- Overdue regular circulating books: 50 cents per day
- Overdue videos/DVDs: $1.00 per day
- Overdue A-V equipment: $10.00 per hour, per piece; replacement costs and billing charges are billed after the 3rd overdue hour
- Overdue ERC curriculum materials: 50 cents per day
- Recalled items: $2.00 per day for OhioLINK items, .90 per day for MVNU items
- Overdue laptops (daily): $50.00 per day if not returned at library closing; replacement cost: $1,000.00 billed on second day after due date
- Overdue laptops (overnight): $150.00 per day; replacement cost: $1,000.00
- Overdue laptop chargers and cases: $50.00 each if not returned at library closing; replacement cost: $50.00 billed on second day after due date

Overdue books/items should be returned to the Circulation Desk. Books may be returned via the book drop at the Library/LRC at times when the Library is closed. Do not put laptops or AV equipment in the drop box. Once an item is one month overdue, it is considered lost, and both a replacement fee and a billing fee are assessed. If a lost item is returned, the replacement fee is waived, but the billing fee ($10 for MVNU materials) still applies.

OhioLINK

OhioLINK books circulate for three weeks, and have four renewals unless a hold is placed. No renewals on items with holds. Renewals may be made by phone or online. OhioLINK media (videos, CDs, DVDs, etc.) circulate for one week and cannot be renewed. An overdue item will incur a charge of $.50 per day. A recalled overdue item will incur a charge of $2.00 per day. Once an item is 30 days overdue, it is considered lost, and will incur a $75.00 replacement fee along with a $50 billing fee.

Requesting materials from the OhioLINK Catalog

Search the local catalog [http://library.mvnu.edu] to see if the item is available at Thorne Library (search box in the middle of the screen). If the item is not available locally, you can use the OhioLINK catalog by clicking on the OhioLINK icon under the search box on the library homepage.

To request an item, pull up the OhioLINK catalog record for the desired item, then look for and click the green “Request” button. Select “Mt Vernon Nazarene” from the select college or institution pull-down menu. When submitted, you will be prompted for your name, university ID and PIN.
Click submit and the request is sent to a lending library. The item is delivered to the Thorne Library circulation desk, or to the selected location, usually within 4-5 working days. When the item is checked in at the circulation desk, an email will be sent to you saying the item is ready for pickup and may be retrieved from the library’s circulation desk.

**ILL Requests**
Interlibrary loan service is available for those occasions when items are unavailable in local or OhioLINK resources. Online ILL forms are available with some database search results; however, in the absence of a form, the user can send citation information along with their name, university ID, date needed by, and email address to library@mvnu.edu. Library staff will attempt to obtain books, articles, etc. from sources outside Ohio, for your use.

**Authentication and Online Databases**
Access to 100+ online databases from on campus, for the most part, may be done without authentication. When on campus, just click the “On-campus link.” However, access from off-campus locations will require authentication. An alphabetical listing of databases is found at “Databases A-Z” from the library’s home page. After scrolling to the database to be searched, look for the “Off-campus Access” link located next to the database name (Some databases will have two links). If prompted, select “Mount Vernon Nazarene University” from the pull-down menu (some links will not ask for this). When the authentication screen appears, enter your name, university ID and PIN. After submitting, wait a few moments and the database screen will appear.

**Online Patron Record**
Keep track of library books checked out and/or requested through OhioLINK by logging into your Patron Record and the library’s home page. Go to http://library.mvnu.edu and click the “Login” button in the upper right corner, complete the login form to access your record. Items will be listed with the status of “Requested,” “In Transit,” or “OhioLINK Rec'd.” This last status means that the item is ready to be picked up. You can also view a list of items you currently have checked out and their due dates.

**Helpful Resources**
Research Guides may help you with your research. Locate them by going to the library’s homepage (http://library.mvnu.edu) and clicking on the magnifying glass icon on the left. There are pages listed for every major and department, and each includes instructions for looking for books and articles, as well as a collection of databases specific to each major.

The library also offers videos to help with using the library’s online resources. Find them by going to the library’s homepage (http://library.mvnu.edu) and clicking on the video icon on the left. The videos can also be found on YouTube by searching for MVNU Thorne Library. These videos show how to create a PIN, renew material, search for materials through our catalog and OhioLINK, use several databases, and access Research Guides.
Contact information

Thorne Library/Educational Resource Center
http://library.mvnu.edu (web page)
740-397-9000 x4240 (Main circulation desk)
740-397-9000 x4232/x4234 (ERC circulation desk)
library@mvnu.edu (email)

Center for Student Success
The Center for Student Success seeks to equip students for independent, effective, and life-long learning through programs and services tailored to assist them in achieving their personal and educational goals. The resources provided through the Center for Student Success include:

One-on-One Tutoring: One-on-one tutoring is offered in the Center for Student Success during most hours that the Thorne Library and Learning Resource Center is open so that academic enrichment is easily accessible for all traditional students on campus. Tutors are student employees who are trained to teach students individually toward the goal of mastering content and developing transferable study skills. Students may schedule tutoring appointments online.

Supplemental Instruction (Help Sessions): Supplemental Instruction (SI) is an academic enrichment program that targets traditionally difficult courses and provides regularly scheduled, out-of-class, peer-assisted sessions. Help sessions are proactive and participatory and are designed to organize and improve the ways in which students prepare for class. Session leaders facilitate these study sessions and, as peers who have already been successful in the course, they model successful study behavior. SI is adapted from the nationally renowned Supplemental Instruction program; statistics across the country indicate that students who attend sessions regularly score up to one letter grade higher than those who do not attend.

Academic Peer Mentors: Academic Peer Mentors (APM) are upper-level student employees who are trained to assist new MVNU students in the process of transition into college life. APMs meet with their assigned students weekly to provide individualized academic assistance, encouragement, and accountability. APMs also assist with time management, organization, study strategies, and other forms of academic or personal support.

Center for Student Success Courses: The Center for Student Success offers courses that equip first-time freshman students to make the transition to the academic demands of higher education. These courses are HUM-1013 Discipleship of the Christian Mind with Lab and CSS-1012 Advanced College Success Strategies. These are elective courses and any student may choose to enroll. In addition, these courses are required for students who are conditionally admitted to the university and are likely to benefit from additional
support and preparation for college-level academic work.

Writing Lab: The MVNU Writing Lab exists to create a safe and friendly space for all writers at all levels to share their work and receive thorough and considerate feedback from attentive peer tutors who strive to empower student writers to become more confident, self-sufficient, and effective critical thinkers and communicators. The Writing Lab seeks to assist any student seeking help on any writing assignment at any stage of the writing process; to provide face-to-face, one-on-one support for students within a community of well-trained peer tutors; to ask questions and listen to students to help them explore, clarify, and articulate their ideas; and to support and guide students as they develop their writing process and style.

Accessibility Services for Students with Disabilities: It is the policy of MVNU that no qualified persons with disabilities shall, on the basis of disability, be excluded from participation in, denied the benefits of, or otherwise be subjected to discrimination under any of its programs or activities. Any qualified student who has a physical or mental impairment which substantially limits one or more of major life activities such as walking, seeing, hearing, speaking, breathing, learning and/or working can receive assistance at MVNU as provided in Section 504 of the Rehabilitation Act of 1973 and the applicable provisions of the Americans with Disabilities Act of 1990. The Center for Student Success serves as the campus contact for disability-related needs that a student may have.

- Transition from High School: Unlike secondary school, students must self-disclose in order to receive accommodations with Accessibility Services. The student must personally request specific services each semester. Services are not provided for a student automatically. The student completes a Request for Accommodations form to submit during each Semester Accessibility Conference. It is highly recommended that students communicate with each professor regarding accessibility related issues in the respective courses, preferably prior to the beginning of each semester. Forms and/or email notifications are provided by Accessibility Services that verify an accommodation.

- Registration: Students who request accommodations for disabilities must personally meet with the Coordinator of Accessibility Services to complete the process of registration. Students in online courses will be able to discuss needs by telephone conversation.

- Accommodations are not a “one size fits all” practice. Therefore, information provided from the student regarding barriers that they encounter due to their disability, the accommodations that have been beneficial to them in the past, and any adaptive strategies and devices used previously is part of the process used to develop their individual accommodation plan while at MVNU. Documentation from an evaluation team report or 504 plan is helpful in the development of the
accommodation plan. Acceptable documentation includes the following:

- Date(s) of Evaluation
- Diagnosis
- Reference to the types of evaluation procedures utilized
- Evaluation results and/or test scores (as appropriate)
- Limitations of student functioning (especially as related to the higher education environment)
- Recommendations for accommodations, which are helpful in assisting institutional personnel in determining appropriate and necessary support
- An accurate and current picture of how the disability impacts the student at the present time, and thus in most cases, the documentation should be less than three years old

- **Common Accommodations:** The most frequent types of accommodations that students receive at MVNU are extended time on testing in a non-distracting environment, a note taker in class, textbooks in audible format, priority seating, and priority registration.

For more information about the Center for Student Success, contact Joy Strickland, Assistant Vice President for Student Success and Retention at (740) 397-9000, ext. 4281 or Joy.Strickland@mvnu.edu

**The MVNU Test Center**

The MVNU Test Center, located on the top floor of the Thorne Library and Learning Resource Center, provides a quiet, classroom-like testing environment for students with approved accommodations and for limited make-up exams for students with university approved absences.

The Test Center also provides some university placement exams, selected PearsonVue exams, and residual ACT testing on selected dates.

Appointments are required for all exams and testing. Please call 740-397-9000 ext. 4230 or email testcenter@mvnu.edu to contact the Test Center.

**Career Development Center**

The Career Development Center is housed in Thorne Library, and provides services and resources to help students identify suitable majors, plan their careers, and obtain jobs and internships. Points of assistance include career advising and assessments, career exploration resources, job postings, and guidance on topics including resumes, interviewing, job searching and graduate school.

Students at all levels (freshmen to senior) and in all degree programs should utilize Career Center resources to help them navigate changes in major, explore career paths, locate internship opportunities, and carry out their job searches.
The Career Development Center also offers periodic career preparation programs, employer recruiting events and office walk-in hours. Students will be alerted to these opportunities via email. More detailed information is available on the Career Development Center website: www.mvnu.edu/careerdevelopment

For an appointment or additional information about career assistance and resources contact the Director of Career Development, Gary Swisher, at 740-397-9000, ext. 4618, or email gary.swisher@mvnu.edu.
INTERCULTURAL LIFE

Mission
Core Values
Programs
Diversity Leadership Scholar’s Program

Mission
Intercultural Life exists to fulfill God's multicultural mission to 'love one another as I have loved you' (John 13:34) by promoting and engaging in an intellectually vibrant and socially just community. Our mission is to facilitate the inclusive shared learning experiences of students where all can engage in dialogue, challenge barriers, and build collaborative relationships.

Core Values
- Curiosity and Courage: Personal responsibility for getting to know one another and to be understood.
- Openness and Otherness: Holding multiple perspectives simultaneously and valuing them all.
- Respect and Reciprocity: Recognition of personal diversity and a willingness to admit that all peoples have equal value and merit.
- Equity and Empathy: Dispersion of power and equality of opportunity

Programs
Under the leadership of the Director of Intercultural Life, the Office of Intercultural Life serves A.I.M. students (American students of color, International students, and Missionary kids) and supports a variety of A.I.M. Student Organizations and all campus cultural events.
- Mentoring and Advocacy Program
- Alliance for Black Student Leadership
- African/American History Month
- Festival Latino
- International Fashion Show
- Martin Luther King Celebration Breakfast
- Soul Festival
- Women's History Month
- Social Justice Week and Small Group
- Special guests and speakers
- Interactive discussions and workshops
- The Dwelling Multicultural Resource Room
- Black Student Union
- LEAP Dance Ministry

Diversity Leadership Scholars’ Program
The Diversity Leadership Scholars’ Program is designed to provide strong academic, cultural, and social leadership experiences for its diverse students, enabling them to develop the skills, attitudes, and motivation to become successful student leaders at MVNU. The program will recruit and select
multicultural candidates with a vision for leadership, Christian character, academic talent and service orientation. Each student is awarded a scholarship, which is renewable for four years based on academic and leadership performance.
STUDENT GOVERNMENT

Purpose
Student Government Association Leadership Positions
Class Organizations
Student Organizations
Policy for Recognizing Student Organizations
Student Involvement

Purpose
The purpose of the Student Government Association is to envision, organize, coordinate, and implement student activities and organizations; and to represent the student body in University planning. Elected and appointed officers and class presidents become the Student Government Association. All full-time traditional students are eligible to participate in elections.

Student Government Association Leadership Positions
The Student Government Association is the executive committee of the student body. It is composed of representatives of the associated students. All traditional undergraduate students (except for College Credit Plus) are eligible to participate in SGA elections. More information may be found at http://www.mvnusga.com.

Executive Cabinet
President: Michael Mohnasky
VP of Academic Life: Lauren Klopfenstein
VP of Community Life: Paige Gutai
VP of Christian Life: J.J. Allison
VP of Social Life: Jessica McCombs
VP of Marketing: Leah Shaffer
Administrative: Grace Phillips

Chairpersons and Class Representatives
Media Chairperson: Reagan Williams
Campus Events Chairperson: C.J. Uttley
Senior Class President: Nathan Parker
Junior Class President: Carson Weghorst
Sophomore Class President: Hannah Johns
Freshman Class President: TBD (Fall Elections)

Class Councils
Each class council is represented by four elected officers:

Class Organizations
The Freshmen, Sophomore, Junior, and Senior classes are distinct organizations, which maintain their identity, designated by the year of graduation of their members. Each year, appropriate student officers are elected and appointed to the following positions for each class council:
President, Administrative Director, Events Director, and Ministry Director.

**Campus Organizations**
Campus Organizations may be formed by students with the oversight of an MVNU faculty or staff advisor. Approval for campus organizations is given from the Student Government Association and the Director of Campus Life. These organizations provide an opportunity for wholesome social activity.

**Policy for Recognizing Student Organizations**
All student organizations must demonstrate support for MVNU’s educational mission, identity, values, policies, outcomes, and commitment to community. When reviewing organizations and determining if an organization should be recognized, these factors will be compared to the stated mission, goals, and objectives of the petitioning organization. Creation of a student organizations are for MVNU students. Due to this, no student organizations associated with a national organization will be approved since MVNU might not align with all stipulations in place by a national organization.

Student organizations must be recognized in order to be afforded the following rights and privileges:
- Use of the university’s name
- Reservations of spaces in university-owned property
- Opportunity to advertise on campus, including the SGA website
- Ability to petition through University Advancement to raise funds
- Be granted MVNU funding
- Participation in Club Carnival or other university-sponsored events
- Official listing in university publications

At times, student organizations may be asked to demonstrate that they are providing a new opportunity for the MVNU community in an effort to limit the number of organizations that have identical or very similar objectives. During the school year, a decision will be made on the status of the application within 10 business days of receiving the application.

If an organization does not adhere to established University guidelines regarding fundraising, programming, and event planning, it may be removed from the list of recognized organizations. In addition, if an organization’s practices are found to be inconsistent with or in violation of the University’s mission, objectives, or policies, it may face sanctions or disciplinary action, and its status as a recognized organization may be revoked.

This policy prevails over any conflicting policies in student organization or administration documents.

**Student Involvement**
MVNU stresses the importance of involving students in the decision-making process of the institution. Students serve on the following University
committees and councils as assigned and designated by the Student Government Association and the Office of Student Life:

Title IX Committee
Online and Technology Committee
Student Assessment & Learning Committee
Chapel Curriculum Committee

Teacher Education Committee
General Education Committee
Intercultural Committee
University Council for Student Conduct
STUDENT ACTIVITIES AND ORGANIZATIONS

Academic Honor Societies
Community Service and Ministry Opportunities (CoSMO)
Departmental Clubs
Intramural Athletics
Justice Talk
M2540
Musical Groups
Recreational Equipment Checkout (The REC)
Service Learning Trips
Theatre Activities
Traditional Student Activities and Events
Wellness Program
List of Clubs and Organizations

Academic Honor Societies
Special groups are to be organized and affiliated with state and national organizations. The latter involve students who qualify academically or otherwise are elected into such societies.

Community Service and Ministry Opportunities (CoSMO)
CoSMo groups are student led teams made up of persons who desire to work together in the local community, nearby cities or around the world. Service to the community includes but is not limited to tutoring, spending time with kids, high schoolers and the elderly, serving in urban settings, and bringing awareness to global issues of justice. Groups may be formed with the authorization of the Campus Ministries Office. The following is a list of CoSMO groups that existed for the 2018-2019 school year:

- Be Heard (Formerly LOGOS)
- Better Together (Outreach with Youth with Developmental Disabilities)
- Columbia Kids (Children’s Ministry)
- Escape Zone (Youth Outreach)
- Fortitude (Female Ministry)
- Mandate (Traveling Urban Ministry)
- P.B. & J. Club (Children’s Ministry)
- Pumzika (Homeless Shelter Ministry)
- S.M.I.L.E. (Ministry with the Elderly)
- S.T.R.I.V.E. (Ministry with those with Developmental Disabilities)
- Society of Christian Nurses
- Traffick Jam (Global Human Trafficking Cause)
- Stitch a Niche (Knitting and Donations Ministry)

Departmental Clubs
Various groups are organized so that students may pursue similar academic and vocational interest as the desire is presented. Any organization thus stated must receive its authorization from the Student Government Association and the Office of Student Life.
Intramural Athletics
Physical fitness and wellness are integral to the goals of the educational processes and programs of Mount Vernon Nazarene University. Students involved in Intramural activities are offered opportunities that enhance the following dimensions of personal development:

Social Dimension
Enhanced ability to meet friends and develop social skills, which foster enduring relationships.

Spiritual Dimension
Participants will view involvement and competition as an opportunity for self-improvement so that a holy and righteous life may be obtained.

Physical Dimension
The human body is considered sacred, valuable, and capable of improvement.

Psychological Dimension
Sleep and appropriate exercise enhance the student's sense of well-being and both are important parts of any fitness program. Self-confidence will also develop when a disciplined routine is established.

Emotional Dimension
Physical activity offers an outlet channel for emotional energy, which is stored through the stresses of student life. Walking, jogging, team sports, and enjoying nature are interventions to mediate emotions and harmful stressors.

Justice Talk
The Justice Talk program seeks to inform, advocate and provide opportunities for involvement in bringing about social justice locally and globally. Justice Talk actively seeks ways to create ongoing, sustained and respectful conversations in order that we might better prepare students, faculty and staff to talk about and address issues of justice.

M2540
M2540 comes from Matthew 25:40 – “The King will reply, ‘Truly I tell you, whatever you did for one of the least of these brothers and sisters of mine, you did for me.’” M2540 seeks to respond to poverty and suffering in our world with love. Currently, we are connected to brothers and sisters in Knox County, Belize and Swaziland, and to issues of local and global Social Justice.

We respond as a campus by raising awareness and funds through our passions, talents and hobbies. These include but are not limited to thrift stores, concerts, soccer tournaments, dinners, poetry readings, photography, and traveling to serve.
Musical Groups
Mount Vernon Nazarene University offers a wide variety of activities for students interested in music. Ensembles designed for the musical and personal development of students and community members may be found on the Music Department webpage, https://mvnu.edu/undergraduate/academics/music

Recreational Equipment Checkout (The REC)
The REC is an opportunity to experience the outdoors through checking out equipment or by joining planned events. Students can bring a current MVNU ID and can check out recreational equipment. Equipment includes hammocks, kayaks, camping supplies, outdoor games, and bikes. The REC is located on the 1st floor of Campus Center across from the Post Office.

Service Learning Trips
Service Learning Trips are travel experiences in which students, faculty and staff serve in communities while immersing themselves in a culture different than their own. These trips include cross-cultural training before travel, conversational meetings during travel, and debriefings after travel. Recent trip destinations have included Indianapolis, IN; Melbourne, FL; McAllen, TX; Succotz, Belize; Orealla, Guyana; Frankfurt, Germany; and Manzini, Eswatini. Some trips require attendance at information sessions and an interview, and all trips require weekly cross-cultural training during the spring semester. Crossing Cultures Credit is available with each trip. Crossing Cultures Credits are required of all students as a condition of graduation.

Theatre Activities
One theatrical production is presented each year during Homecoming weekend.

Traditional Student Activities and Events
The following is a description of annual campus-wide activities and events. For the most updated list, visit mvnusga.com/events.

- **Welcome Week**: A collective group of events aimed at integrating freshmen into the campus as well as welcoming back returning students.

- **Sonfest**: Enjoy some of the best Christian music on two stages, food trucks, inflatable games, giveaways, sand volleyball, and more in a great atmosphere. Full-time MVNU students get free admission.

- **MVNU Games**: This week-long all-campus event pits academic classes against each other in a week of friendly competition within a variety of different competitive activities.

- **Oaktoberfest**: A festival with all the fall favorites! Students and their families are invited to enjoy dinner followed by outdoor fun with fresh kettle corn, live music, pumpkin carving, hayrides, and more.
**Friday Night Live:** MVNU’s spinoff of the famous Saturday Night Live includes acts from faculty, staff and students all engaging in comedy routines for a night of great laughs.

**Homecoming:** The main alumni event of the University year is Homecoming. It features spirited intercollegiate basketball games between MVNU’s fighting “Cougars” and rivals.

**Junior/Senior Banquet:** This banquet is held near the end of the year, and is sponsored by the Junior Class in honor of the Seniors.

**Block Party:** The finale of SGA events ranging from inflatables, paint, and food.

**Wellness Program**
The Wellness Program will help students develop a healthy rhythm in their journeys as they seek balance in their academic, social and spiritual lives through the means of physical fitness, gaining knowledge and practical lifestyle tips in the area of nutrition, self-care, and boundaries. Students will also learn the importance of what it means to celebrate Sabbath and practice various activities that will help them develop good rhythms of rest and connection with God.

Students write four reports a semester when they are signed up to received chapel credit for participation in the wellness program. Their takeaways are often focused on identifying who am I, how do I take care of myself, and what is Sabbath and what does that look like.

**List of Clubs and Organizations**
The following is a list of all active clubs and organizations:

- Alpha Chi
- American Red Cross
- Biology Club
- Black Student Union
- Chemistry Club
- Creative Writing
- Delta Mu Delta
- Enactus
- FNL
- History/Political Science Club
- Ignite
- Koinonia
- L.E.A.P.
- Longboard Club
- Math Club
- MVNU Baja
- MVNUTube
- Outdoor Adventure Club
- Phi Delta Lambda
- Sigma Tau Delta Social
- Sci-Fi Club
- Social Justice League
- Student Education Association
- Sustainability
- Thrive
- UBLACK
ATHLETICS
History and Affiliation
Varsity Sports
Reserve Teams
Club Teams
Athletic Eligibility Requirements
Athletic Lifestyle Contract

Varsity Sports
Mount Vernon Nazarene University participates in intercollegiate men's and
women's basketball, baseball, men's lacrosse, men's and women's bowling,
ESports, competitive cheer, men’s and women's soccer, softball, women's
volleyball, men’s and women’s cross country, men’s and women’s track and
field, men's and women’s golf, and men’s and women’s tennis.

Reserve Teams
Mount Vernon Nazarene University participates in reserve men’s and women’s
soccer, women’s volleyball, and men’s and women’s basketball.

Club Teams
Mount Vernon Nazarene University will participate in men’s club volleyball and
sideline cheer in the 2019-2020 school year with the intent to transition to
varsity status for the 2020-21 school year.

History and Affiliation
Mount Vernon Nazarene University has participated in intercollegiate athletics
since 1968. The Cougars have established a fine record and a tradition of
enthusiasm. In 1974, MVNU became a member of the National Association of
Intercollegiate Athletics. Beginning with the fall season of 1975, the Cougar
teams became members of the Mid-Ohio Athletic Conference. In 1998, the
conference changed its name to the American Mideast Conference with the
addition of teams from Pennsylvania and New York. In 2011, MVNU began its
first year as a member of the Mid-Central College (MCC) Conference in the
NAIA competing with teams from Indiana and Michigan. The MCC transitioned
to its new name, The Crossroads League, in 2012. MVNU begins the 2017-2018
season as one of ten teams in the Crossroads League.

Athletic Eligibility Requirements
- NAIA Eligibility Requirements - Student-athletes must meet two of the
three following requirements in their first year of competition to be
eligible to participate in intercollegiate athletics:

  1. A minimum of a 2.0 high school GPA
  2. A minimum of an 18 ACT score
  3. Finish in the top 50% of their graduating class.

Student-athletes must complete and pass a minimum of 24 semester

hours in consecutive semesters to be eligible to continue participation in intercollegiate athletics.

- MVNU-Specific Eligibility Requirements
  Students on academic and social probation will not be permitted to compete in intercollegiate activity.
RESIDENCE LIFE
Mission, Values, and Objectives
Housing Staff
Housing Schedule
College Credit Plus Residency
Policies and Responsibilities

Mission, Values, and Objectives

Mission
Residence Life exists to support and contribute to the mission of the University by fostering a safe and engaging living-learning environment in which students are welcomed into a community that cultivates holistic growth through the development of connectedness, responsibility, inclusivity, self-awareness, and missional living.

Core Values
Residence Life has five core values or outcomes. These values guide the educational, relational, and disciplinary initiatives of the department. It is our hope that each resident at MVNU will be:

1. Connected by developing healthy, just and peacefull interpersonal relationships. In addition, students should engage as active participants and citizens of the MVNU community.
2. Responsible by managing all resources as faithful stewards, articulate consequences of behavior, and take responsibility for their actions.
3. Inclusive by listening to and learning from those with different cultural, ethnic and socioeconomic backgrounds. Students must also display intellectual generosity while engaging with different perspectives.
4. Self-Aware by demonstrating cognizance of one’s true self- strengths, weaknesses, needs and motivations.
5. Missional by being agents of change in local, national and global communities. Students should seek to embody the character of Jesus Christ by extending grace to others.

The general objective of the Residence Life program is to provide each student with a comfortable and safe living space, which is conducive to the learning mission of MVNU.

Specific Objectives
- Provide comfortable rooms in which students may live.
- Create an atmosphere conducive to study.
- Engender a sense of community among students residing in the residence areas.
- Teach residents about his/her social responsibility in community life.
- Assure individual students of their worth as persons by being sensitive to
their needs.
- Structure life in the residence areas so that those who need to develop self-discipline may do so.
- Encourage habits of personal cleanliness.
- Provide social and educational activities consistent with the Core Values of Residence Life.

**Housing Staff**

**Resident Directors**

Resident Directors (RD) are professionals employed by the University to challenge and support students. Each RD is commissioned by the University to facilitate a living-learning environment that is safe and capable of supporting the mission of MVNU.

<table>
<thead>
<tr>
<th>Housing</th>
<th>Resident Director</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pioneer Hall</td>
<td>Maggie Figueroa</td>
</tr>
<tr>
<td>Oakwood Hall</td>
<td>Jake Booher</td>
</tr>
<tr>
<td>Galloway Hall</td>
<td>Rachael Dundar</td>
</tr>
<tr>
<td>Cypress Hall</td>
<td>Zachary Sherman</td>
</tr>
<tr>
<td>Rosewood Hall</td>
<td>Brittany Estep</td>
</tr>
<tr>
<td>Cedar Hall</td>
<td>Kirsten Umphryes</td>
</tr>
</tbody>
</table>

**Resident Assistants**

The University employs student Resident Assistants (RA) to provide greater opportunity for peer leadership and personal development. RAs are also responsible for sustaining an atmosphere of order and healthy relationships.

Resident Assistants are viewed as paraprofessionals. As such, all residents are expected to be compliant, cooperative and courteous to each Resident Assistant. Whenever the Resident Assistant or the Resident Director makes reasonable requests to achieve order, he/she carries the full authority of the Vice President for Student Life.

If students persistently disregard, defy, or verbally abuse any member of the Student Life Staff (which includes RAs), Student Life and the Vice President for Student Life considers it a serious offense, and such behavior makes the student liable for severe disciplinary action.

Students may apply for the Resident Assistant positions by completing an application in the spring. Resident Assistant applications are available in February. To be eligible for a Resident Assistant position you must:

1. Live on-campus the semester prior to applying
2. Have a minimum 2.5 GPA
3. Fill out an application and go through an individual and group interview
**Housing Schedule**

**Residence Area Open and Close Dates and Times**

<table>
<thead>
<tr>
<th>OPEN</th>
<th>Close Date</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Thursday, August 23, 2018</td>
<td>10:00 am Residence Halls Open</td>
<td></td>
</tr>
<tr>
<td>Tuesday, November 20, 2018</td>
<td>Thanksgiving Break</td>
<td>6:00 pm</td>
</tr>
<tr>
<td>Sunday, November 25, 2018</td>
<td>2:00 pm Thanksgiving Break</td>
<td></td>
</tr>
<tr>
<td>Thursday, December 6, 2018</td>
<td>End of Fall Semester</td>
<td>6:00 pm</td>
</tr>
<tr>
<td>Wednesday, January 9, 2019</td>
<td>2:00 pm Start of Spring Semester</td>
<td></td>
</tr>
<tr>
<td>CLOSE</td>
<td>Wednesday, January 9, 2019</td>
<td>2:00 pm</td>
</tr>
<tr>
<td>OPEN</td>
<td>Sunday, March 10, 2019</td>
<td>2:00 pm</td>
</tr>
<tr>
<td>CLOSE</td>
<td>Thursday, April 18, 2019</td>
<td>2:00 pm</td>
</tr>
<tr>
<td>OPEN</td>
<td>Monday, April 22, 2019</td>
<td>2:00 pm</td>
</tr>
<tr>
<td>CLOSE</td>
<td>Friday, May 3, 2019</td>
<td>6:00 pm</td>
</tr>
<tr>
<td>CLOSE</td>
<td>Saturday, May 4, 2019</td>
<td>2:00 pm</td>
</tr>
</tbody>
</table>

Students must plan their schedules for coming to and leaving from campus in accordance with the open and close dates.

**Break Housing**

Student room charges cover housing for the academic year when halls are open. As listed above, this excludes: Thanksgiving, Christmas, Spring and Easter break. We encourage all students to connect with their friends to make sure that everyone has a place to go over breaks. Students who are unable to make other arrangements demonstrate a need for housing during these designated breaks may submit a completed Break Housing Request Form to the Office of Student Life. Forms are emailed in advance of each break, are available at that time in the Student Life Office, and must be submitted by the perspective due date for approval. There is an additional charge to stay campus over breaks; this charge is listed on the Break Housing Request Form. For additional information including break guidelines and policies, please refer to the Break Housing Request Form.

Any students remaining in residence living areas during “closed periods” will be subject to disciplinary penalties for illegal and unauthorized entry into a building as outlined in the Community Violations and Guidelines section of this handbook. Resident Directors will cooperate with Campus Safety to secure all buildings during the periods when residence living areas are closed. The University cannot assume any responsibility for personal possessions left in the rooms during breaks or after the final closing of the residence living areas.

**University Housing Closure**

In the event of prolonged power failure, natural disaster, or any other emergency in which housing is deemed unsafe, the University reserves the right to close campus housing without prior notice. Should classes remain in session; the University will provide temporary emergency housing through the assistance of the Red Cross and other local agencies.
Residential Requirements
MVNU’s traditional campus has existed from its beginning as a residential campus—a place where students come to both learn and live together in an environment of academic focus and biblical purpose. There is much value in living together in a Christian community, which is apparent in the social, spiritual, emotional and academic development of MVNU students. To demonstrate a commitment to the residential experience, MVNU requires traditional students to reside in campus housing for the duration of their studies at MVNU as defined below.

1. MVNU requires that all full-time students enrolled in our Traditional undergraduate program between the ages of 17 and 23 (by August 31 of the current academic year) reside on campus. Students who are younger than 17 or older than 23 years of age are eligible to petition to live on campus by submitting the On Campus Petition Form available through the Office of Student Life.

2. To be eligible to reside anywhere other than MVNU campus housing, students are required to meet at least one of the following criteria:
   - Living in the primary residence of a parent (maximum 60 miles from campus)
   - Taking less than 12 credit hours per semester
   - Legally married or the parent/guardian of a child
   - Age 23 or older prior to August 31 of that school year

Students requesting to live off campus should submit the Off-Campus Housing Form to the Office of Student Life each year.

Petitioning to Live Off-Campus
If a student does not meet the qualifications for off-campus housing he/she is welcome to petition for an exception. Petitions can be requested in the Office of Student Life and must be submitted to the Office of Student Life at least 60 days prior to the beginning of a new term to be considered.

In order to be considered for off-campus approval, students that meet the above requirements must not have been on suspension or expulsion in the semester prior to moving off campus. Final approval for off-campus living remains with the Office of Student Life.

Full-time students who are granted their off-campus housing petition will not be permitted to petition out of chapel requirements, regardless of their class and/or work schedule.

College Credit Plus Residency
Ohio’s College Credit Plus initiative is a dual-enrollment program that allows qualified Ohio high school students to take college classes. Ohio high school
seniors who are full-time status through MVNU’s CCP program are allowed to live in the residence halls under the following age guidelines.

- Full-time CCP students may live on campus if they are 17 by August 31 of the school year.
- Full-time CCP students who are 16 as of August 31 may petition to Residence Life for exception.

**Policies and Responsibilities**

**Part-Time Students**

Students who are taking less than 12 credit hours each semester are not required to live on campus during the semesters which they are part-time. Students who are part-time who desire to live on campus should submit an On Campus Housing Application and a statement as to why they would like to live on campus to the Office of Student Life at least 60 days prior to the beginning of the term being considered. If approved, they will be given a housing assignment. If a full-time student moves to part-time over the course of the semester, they will need to petition to stay on campus as a part-time student. They should submit the Part-Time Resident Form to the Office of Student Life. If residential student moving to part-time status does not desire to remain on campus or if their request is denied, they will need to remove their belongings and checkout of their residential assignment with 48 hours of becoming a part-time student.

**Room Assignments**

MVNU has resolved that all students, regardless of race, sex, color, or disability, shall have equal opportunity and privilege in the residence living areas. Your moving onto campus constitutes a contractual agreement, which assumes that students are willing to abide by the following guidelines and the University's housing contract.

Housing assignment is based on the determination that the student's background (e.g., criminal record/arrest record) or conduct will not be detrimental to the community life of a Christian University. The final decision on housing assignment will be made by the Vice President for Student Life and the Director of Residence Life. In such cases, the Office of Student Life may require documentation of rehabilitation or recovery prior to final housing assignment.

Whenever possible, students are assigned rooms on the basis of their requests. Each resident is expected to take it upon himself/herself to behave in a mature way toward the other roommate. Persons assigned to a room and/or roommate with whom they feel like they are not compatible must remain in their present location until formal conversations have occurred with an RA and/or RD. Students will remain in current housing assignments, unless extreme circumstances warrant an immediate change, which will be approved on a case by case basis as decided by the RD.

**Room Care Responsibility**
Students are expected to keep a neat, hygienic room at all times. This is subject to periodic inspection by authorized residence living area officials. The sanitation of apartment bathrooms and refrigerators must be maintained at all times. All trash items must be removed immediately and not stored around resident area doors. Living in clean conditions enhances the entire University experience and protects University property and the health of the community. Upon moving out, it is the expectation of Residence Life that the room be in the same condition it was upon moved-in. Failure to keep the above policy could result in disciplinary action and assessment of group and individual fines.

1. Keep your room or apartment LOCKED and personal items secured. The University does not bear responsibility for stolen items.
2. Upon move-in, report any damage to property to the Resident Assistant or Resident Director when discovered, including screens and windows.
3. Please refrain from using tape or nails on walls.
4. Damage to light fixtures, ceiling tiles, carpet, etc. will be charged to all the occupants of that area unless the individual(s) responsible can be ascertained.
5. Painting of MVNU property, including, but not limited to, doors, walls, sidewalks, and buildings is prohibited.
6. Pornographic, indecent, or offensive pictures or literature are not permitted in the residence living areas. University personnel will remove inappropriate videos, posters, or publications.
7. The ornamental use of bottles and cans identifiable as alcoholic beverage bottles or containers is not permitted. Possession of road or street signs is a violation of city, county, and state law, and is classified as a misdemeanor; they are not allowed in the residence living areas. “For Sale” or “For Rent” signs are not permitted.
8. In no case may a student detach or move built-in or attached furniture or furnishings without approval from their Resident Director. No furniture may be moved out of the student’s room/apartment. Placement of furniture or personal items must not hinder emergency exit or create a safety hazard. Lofts or the stacking of furniture in any manner other than for which it was designed is not permitted.
9. Water beds are not permitted in the residence living areas.
10. Windows and windowsills are to be kept clear of all objects.
11. Indoor open flame (including the burning of candles and incense) is prohibited. Outdoor open flame items, including tiki lights, grills (charcoal, gas, or electric), and bonfires, are not permitted unless supervised by a University official. In the event that grilling pits are installed, any open flames will be limited to the grilling of food, and lighter fluid, matches, lighters, and other flammables will not be permitted for storage in the residential living areas (indoors or outdoors). Lava lamps are not permitted in the Residence Halls or apartments.
12. Air conditioners are permitted upon prior approval by the Coordinator of Student Health Services or the Director of Residence Life.
a. In order to have an A/C unit, students must complete the Air Conditioner Approval Form to be approved by the Director of Residence Life. Upon approval, the student will have an additional charge of $50 per semester to utilize an air conditioner unit.
b. Students who are requesting an A/C unit for medical purposes must connect with the Coordinator of Student Health Services. If a student is approved to have a unit for medical reasons they will not be charged the $50 A/C fee.
c. Air conditioner units are able to be utilized until Fall Break and after Spring Break.
d. Only one unit is permitted per room (multiple units are permitted in apartments).
e. Students must submit an application annual on or before move-in day of each semester to be approved to utilize a unit during the academic year.
f. Students must use a unit that is no more than 10,000 BTUs,
g. Student Life and Residence Life reserves the right to ask students to remove units based upon weather, misuse of units, incorrect BTUs, or other instances that the Director of Residence Life deems reasonable.
h. Approved air conditioner units will receive an approval sticker.
i. Upon approval, Facilities staff will install approved units in resident rooms.

13. Furniture Policy: To assist in the prevention of any safety or fire hazard in the residence halls, the University mandates that:
   a. All furniture must be clean and in good condition.
   b. All furniture must be kept in apartment/dorm room in which it originated.
   c. No furniture is to be stored in the closet areas of a room or apartment or in any lobby/common area of the residence hall.
   d. All beds must be kept in their respective rooms.
   e. All entryways and hallways should be clear of all furniture.
   f. When moving off campus, each student is responsible for proper disposal of all items they have brought into the residence hall/apartment. Improper disposal of a sofa or oversized piece of furniture will result in a $150.00 fine.
   h. Additional furniture for upperclassmen residence areas is limited to two pieces of furniture per Redwood suite, three pieces of furniture per apartment.

14. Bikes should be locked and stored in bike racks or bike sheds. Personal items (shoes, clothing, etc.) should be placed outside only on a temporary basis.

Residence Area Lobbies
Residence area lobbies on campus are public in nature. The treatment of furnishings and the interaction of individuals in each of these areas should reflect a Christian community standard. A Resident Assistant, Resident
Director, or other supervisory person will be authorized to maintain the proper atmosphere by prohibiting the following:

- Excessive noise from voices, TVs or stereos
- Boisterous or disruptive activity
- Littering
- Moving furniture without permission
- Sleeping on the couches or floors
- Inappropriate social behavior or public display of affection
- Inappropriate attire
- Gambling

**Reporting Maintenance/Housekeeping Needs**
Any problems requiring the assistance of maintenance/housekeeping in your room, floor, or apartment should be placed online through the iHelp link on the Portal page. [https://portal.mvnu.edu/mvnucomm/facilops/Pages/default.aspx](https://portal.mvnu.edu/mvnucomm/facilops/Pages/default.aspx)

Emergency needs only should be reported directly to a Resident Assistant, Resident Director and/or phoned immediately to the Facilities Services office, ext. 4430, or after hours to Campus Safety, ext. 8686.

**Move-In/Move-Out Procedures**
All students will be required to sign a checklist of items upon moving into their residence assignment for the purpose of reporting potential needed repairs or changes. This checklist will be used at the time of checkout to compare any potential damage during student use. Any damage NOT inventoried on the check-in sheet will be the responsibility of the student. All students will receive a key to their rooms/apartments at the time of check-in.

All students will be required to sign a checkout list at the time of their departure from campus. Students may be assessed community fines and/or personal damage charges anytime throughout the school year or after their departure from campus at the end of a semester. All resident keys must be returned to a Resident Assistant or Resident Director. Failure to consult a Resident Assistant or Resident Director for checkout will result in disciplinary fines. Failure to return a residence living area key will result in a minimum $100 replacement charge.

**Room Check-Out Policy**
When a student moves out of residency (withdrawing from school, moving off campus during a term, or leaving at the end of a term) and fails to check-out of their residence hall, he or she will be subject to a $50.00 fine in addition to possibly forfeiting the $150 housing deposit. The proper “Check-out” procedure includes:

- Removing all items from the room and cleaning the room accordingly.
- Scheduling a time to have the RA inspect the room for damages.
- Signing the room inventory form and returning the room key.
- Any student voluntarily withdrawing from school must vacate campus housing within 48 hours of their withdrawal from classes.
Weekends
First-time freshman students will not be permitted weekend and overnight sign-out passes during the first three weeks of the school year. We understand that there will be some rare instances when a student will be required to leave campus overnight (funeral, wedding, family emergency, etc.). In those situations, a student must complete a form requesting permission from their Resident Director.

Closing Hours and Curfew
For the safety and overall wellness of our first-year students, Residence Life strongly supports curfew hours listed below:
- Monday through Thursday nights: 12:00 am
- Friday and Saturday nights: 1:30 am
- Sunday night: 1:00 am

Upperclassmen do not have curfew. MVNU continues to encourage students to take responsibility in setting healthy boundaries and seeking academic success. Facilities are open for use after freshman curfew as follows:
- Extended Hours Study Room in Thorne LLRC: Open 24-hours
- Prince Student Union and Ariel Arena lobby: Open until 2:00 a.m.
- Buchwald Center art studios: Open until 1:00 a.m.
- Science laboratories and musical rehearsal/practice rooms will be available after 11:00 p.m. upon departmental request and by contacting Campus Safety.

The earliest time a student may leave the residence hall is 5:00 a.m. unless permission is granted by the Resident Director 24 hours in advance, with the exception of an emergency situation. When permission is granted or if a student must leave the residence area due to an emergency, Campus Safety must be notified by the student.

Room Search Policy
The University reserves the right to enter and inspect students’ (on campus) rooms and the contents thereof at any time. The reasons for such entry and inspection may include, but are not limited to:

1. Routine checks for cleanliness and compliance with closing hours and other University policies.
2. In the process of normal maintenance, students who request repair or replacement or other maintenance activity are voluntarily submitting to having their room entered by maintenance personnel.
3. In other room checks or entries, the following procedures will be used:
   a. A reasonable effort should be made to notify an occupant of the room prior to entry. After a reasonable effort, the room may be entered by the proper officials even if the student is not available. If not present, the student will be notified in writing of the search and its outcome. The Director of Residence Life or the Vice President for Student Life will be notified of each room search.
conducted by a Housing Staff member for: plain view, plain smell or reasonable cause.

b. No student property may be confiscated without either the student’s permission or clearly demonstrated violation of specific health, safety, community, or disciplinary regulations.

c. All room entry and searches will be documented by completing and submitting a Room Entry/Search Form.

4. The University reserves the right to grant law enforcement search and seizure authorization in order to ensure the health, safety, and welfare of students and the mission of the University.

Quiet and Study Hours
The residential areas must be quiet enough for study from 10:00 p.m. to 10:00 a.m. A courtesy policy is in effect 24 hours a day. Excessively boisterous and disruptive activities will be the occasion for disciplinary action at all times. Students should be respectful of others in the campus community.

Visitation Policy

First-Year Student: Open Dorm Hours

Sophomore, Junior, Seniors Visitation is permitted during the following times:

- Monday through Thursday 4:00 p.m. - 12:00 a.m.
- Friday 4:00 p.m. - 1:30 a.m.
- Saturday 12:00 p.m. – 1:30 a.m.
- Sunday 12:00 p.m. – 12:00 a.m.

1. Students utilizing guest visitation are required to follow the visitation guidelines in their respective living areas.

2. All opposite gender visitors must leave the apartment living rooms/Redwood rooms at the end of the visitation hours listed above.

3. Apartment living rooms should not exceed more than 25 persons at one time.

4. Opposite gender visitors are not permitted in the apartment bedrooms, apartment bathrooms, or Redwood suite bathrooms. Restrooms are available in public area lobbies. The only exception for being in an apartment bedroom would be upon preapproval of the Resident Director.

5. In the apartments, living room curtains or blinds are to be fully opened. In Redwood, the door must be fully open.

6. At least one full-sized lamp or overhead light must be on in the room.

7. Periodic checking by the RA and/or RD should be expected.

8. Any display of affection must be appropriate and considerate of other students and visitors.

9. The Resident Director may revoke visitation privileges at any time if visitation or community policies are abused.

Laundry Facilities
Washers and dryers are located in the residence areas throughout campus and are available to residential students during the school year. Residential students’ room and board fees cover the expense of the coin-free system and students have unlimited access to these facilities. During the summer months, the laundry facilities are available for summer students’ use only. The University is not responsible for any damages that occur to clothes being washed in campus facilities. Please refrain from removing ironing boards from the residence area laundry rooms. Irons are not furnished by the University. Irons must be kept in your room when not in use and should be equipped with automatic shut-off.

**Emergencies**
In the event of any emergency such as fire, tornado, windstorm, power failure, etc., the Residence Life team will implement and communicate a plan of action. Residents should obey any command given by these persons if such an emergency should occur. At times announced for emergency drills, all residents are required to participate and follow evacuation procedures. Failure to evacuate any campus building may be considered a civil offense. Due to possible unexpected power outages, students are strongly encouraged to maintain an operative flashlight with fresh batteries.

**Items Not Allowed On Campus Property:**
(See “Residence Hall Violations” in the Community Expectations section of this handbook for discipline associated with these violations)

1. Hot plates, electric skillets, toasters, ovens, microwaves, gas grills, or any other cooking equipment or appliances with open coils (one microwave is permitted per apartment and must be approved by Resident Director).
2. Air conditioners (unless previously approved, and then only until October 31 and after March 31).
3. Pornographic, indecent, offensive pictures, videos, and literature.
4. Bicycles, mopeds, motorcycles, vehicles and like machines, or parts of vehicles.
5. Hoverboards (or self-balancing scooters or smartboards)
6. Candles, candle warmers, or incense. The possession of devices for burning incense and candles is prohibited. These items will be immediately confiscated.
7. Halogen lamps.
8. Pets (Except small, non-poisonous aquatic animals, fish, underwater turtles, or underwater frogs contained in a clean tank no larger than 30 gallons. Seeing-eye dogs approved by the Vice President for Student Life).
9. Live Christmas trees.
10. Space heaters.
11. Satellite reception equipment.
12. Fitness equipment (unless approved by Resident Director).
13. Extension cords cannot be hooked up from room to room or from the living room to bedroom. All extension cords must be grounded (three-pronged).
14. Refrigerators are allowed if they meet the specifications outlined in the Housing Contract (3.2 cubic feet).
15. Tobacco paraphernalia.
16. Gasoline, propane, or other combustible materials.
17. Fireworks of any kind.
18. Any lethal weapon and firearms of any kind (includes air rifles, paintball guns, pellet guns, etc.).
19. Drug or alcohol paraphernalia.

Emergency Housing
Student room charges cover housing for the academic year with the exception of designated breaks; Thanksgiving, Christmas, Spring and Easter break. Students who demonstrate a need for emergency housing during these designated breaks may submit a completed emergency housing form. Forms must be submitted by the perspective due date for approval. Upon approval, charges for emergency housing are as follows: $17 per night or $66 per week.

Unauthorized Presence and Entry
Any students remaining in residence living areas during “closed periods” will be subject to serious disciplinary penalties for illegal and unauthorized entry into a building. Resident Directors will cooperate with Campus Safety to secure all buildings during the periods when residence living areas are closed. The University cannot assume any responsibility for personal possessions left in the rooms during breaks or after the final closing of the residence living areas.

University Housing Closure
In the event of prolonged power failure, natural disaster, or any other emergency situation in which housing is deemed unsafe, the University reserves the right to close campus housing without prior notice. Should classes remain in session; the University will provide temporary emergency housing through the assistance of the Red Cross and other local agencies.

Definitions and Possible Discipline
Cohabitation - defines a situation where students are found in potentially compromising sexual situations
- First offense
  - Mandatory counseling (length of time to be determined by Resident Director)
  - Suspension to dismissal
- Second offense
  - Residence hall visitation restrictions
  - Three day academic suspension – dismissal
- Third offense
  - Dismissal
Inappropriate Visitation - refers to opposite gender visitation without authorization and/or without following all University policies for such visitation

- First offense
  - Possible counseling
  - Residence hall visitation restrictions
- Second offense
  - Mandatory counseling (length of time to be determined by Resident Director)
  - Residence hall visitation restrictions
  - Suspension to dismissal
- Third offense
  - Three-day academic suspension
  - Possible dismissal

Opposite Gender Visitation Guidelines
1. Guests are permitted during the following times:
   - Monday through Thursday 4:00 p.m. - 12:00 a.m.
   - Friday 4:00 p.m. - 1:30 a.m.
   - Saturday 12:00 p.m. – 1:30 a.m.
   - Sunday 12:00 p.m. – 12:00 a.m.

2. All opposite gender visitors must leave the apartment living rooms/Redwood rooms at the end of the visitation hours listed above.
3. Apartment living rooms should not exceed more than 25 persons at one time.
4. Opposite gender visitors are not permitted in the apartment bedrooms, apartment bathrooms, or Redwood suite bathrooms. Restrooms are available in public area lobbies. The only exception for being in an apartment bedroom would be upon preapproval of the Resident Director.
5. In the apartments, living room curtains or blinds are to be fully opened. In Redwood, the door must be fully open.
6. At least one full-sized lamp or overhead light must be on in the room.
7. Periodic checking by the RA and/or RD should be expected.
8. Any display of affection must be appropriate and considerate of other students and visitors.
9. The Resident Director may revoke visitation privileges at any time if these guidelines or other community policies are abused.

Housing Registration Day
Sign-ups take place in the spring semester (check University Calendar). It is important that all returning students sign up for housing on that day to guarantee housing for fall semester. Pioneer and Oakwood Halls are reserved for incoming freshman students. Galloway is reserved for females. Apartments are open to some sophomores, juniors and seniors that are eligible to live on campus. Students are required to sign up for housing in even numbered groups of 2, 4, or 6. Housing assignments are based on a point system directly connected to student academic credits. Groups with the highest total points based on academic credits earned by February of the current year will be assigned first. Transfer and re-admit students can be considered for room rush,
however transfers will only be allotted the 15 minimum number of credits, and
re-admits will only be allotted the number of credits they have on file with
MVNU. Other requirements to be completed by the date of room rush include:

1. $150 housing deposit is on file with Student Accounts.
2. Completed Campus Housing Application through Admissions.
3. Medical History Record on file with University Health Services.

Falsification of any documentation for housing sign-ups will result in loss of
housing assignment.

Final assignment in all housing rests with the Director of Residence Life and the
Residence Life staff, with an attempt to make all assignments and changes on
an equitable basis. If a student does not return to campus housing in the fall,
the Director of Residence Life or the Residence Life staff has the option to
move the remaining residents to another room or apartment assignment.
Reassignment can also take place at any time during the school term.

Returning students who sign up for campus housing will forfeit their housing
deposit if the University does not receive written electronic notification of their
decision not to live on campus by May 31 prior to the upcoming academic year.

Summer Housing
Only students who are employed by the university or taking summer classes at
MVNU will be eligible to live on campus during the summer. A student must
have been in University housing the preceding semester and be enrolled in
housing for the fall semester to be eligible to live on campus.

Students who have been placed on social probation or suspension will be subject
to review before becoming eligible for summer housing. Students taking summer
school classes are only permitted to live on campus during the specific dates
of their classes. Summer school students must be moved out of their room 24
hours after their last class if they do not have a job working on campus. All
students must complete a summer housing application before being approved
to live in summer housing.

Meal Plan
All full-time students who live on campus are required to be on the university
meal plan.
UNIVERSITY COMMUNITY POLICIES
Activity Planning Policy
Athletic Facility Usage
Civil and Criminal Code
Confidentiality of Student Records
Discrimination and Harassment Policies
Dress Standards
Entertainment Policy
FERPA
Fundraising Policy
Human Sexuality
Liability
Photo and Video Release
Promotion for Business
Responsibility for Personal Property
Rights of Students
Student Printing Policy
Use of MVNU Identity
University Property
Withdrawal

Activity Planning Policy
The following policies must be adhered to when planning and conducting events on campus.

Standards and Values
All campus-sponsored activities should reflect the values, standards and policies of the University.

Responsibility for Conduct
The sponsoring group of a social event is responsible for the conduct of all those in attendance including members and guests.

Approval
All student-sponsored events and activities must be approved by the club/organization advisor, the Student Government Association VP of Social Life, and the Director of Campus Life. Events must be coordinated and scheduled for calendar purposes through the Office of Student Life.

The agenda and content of all activities will be reviewed for appropriateness and must follow the Entertainment Policy as well as the following guidelines:

Artist Approval
Any on or off-campus concert or activity involving any performer must be approved by the Office of Student Life. Event planners must ensure the completion of a Concert Performance Contract for all on and off-campus events.
Building Access
Should it be necessary to open buildings after normal closing hours for special events or group use, authorization should come from the office of the Chief Academic Officer or the Director of Campus Life, using the University's Facilities Use Form advising time, date, group, building, etc. A copy should be sent to the Campus Safety Office.

Dancing
All dancing at campus events must be guided by paragraph 29.4 of the Covenant of Christian Conduct in the Manual: 2013-2017 of the Church of the Nazarene. Mount Vernon Nazarene University accepts the counsel of paragraph 29.4 that indicates the importance of avoiding “all forms of dancing that detract from spiritual growth and break down proper moral inhibitions and reserve.” This Christian counsel does not prohibit dancing, but requires us to be attentive to those practices that lead one away from honoring Christ.

Emergency Regulations
When planning the decorations and layout at any event, the committee responsible should be aware of all fire and safety regulations. Proper exits should be maintained at all times in the event of an emergency.

Faculty/Staff Representation
At least one faculty or staff advisor (or an approved employee substitute) must be present at any university sponsored social activity.

Financial Transactions
No money will be forwarded by the University to an organization without the completion of the proper withdrawal form signed by the student’s advisor. This form is available in the Office of Student Life or from the Accounting Department. Check requests, requests for fund, or requests for credit card use must be made at the Accounting Department. Check requests must be made on Monday or Wednesday in order to receive a check on Tuesday or Thursday. Money collected by an organization can be put in the organization’s reserve account for future use. Deposits are made in the Student Accounts Office. Credit cards need to be returned with clearly marked receipts immediately following the transaction unless otherwise authorized.

Music
Students must submit a playlist to faculty/staff sponsor one week before the event. Playlists should include non-explicit versions of songs. Songs that objectify someone, use foul language, or promote a lifestyle that doesn’t reflect the commitment to community should be avoided.

Off-Campus Speaker Approval
When a student organization is to have a speaker from off campus, the arrangements must be cleared with the Director of Campus Life or Vice President for Student Life.
Overnight Approval
Any group desiring to stay overnight in a church or ministry organization facility must first have the event cleared through the University Relations Office or the President of the University.

Athletic Facility Usage
All university policies apply for all students, staff, faculty, and faculty/staff spouses when using the athletic facilities. The Ariel Arena competition floor and outdoor athletic fields (baseball field, softball field, grass soccer field, and the turf soccer/lacrosse complex) are reserved for primary use by intercollegiate teams. Special permission to use these areas may be granted for MVNU-sponsored events by contacting MVNU’s Athletic Director and the Vice President for Student Life. Gym 1 (the old varsity competition gym) is available for student use when not being utilized by an intercollegiate team. The cardio/fitness and strength training rooms in Ariel Arena, the fitness room in the Prince Student Union, and the Donoho Recreation Center (gym 2, aka Intramural Gym) areas are intended for use by MVNU students, faculty, and staff within the following guidelines and provisions:

Schedule
1. Standard hours of operation will be communicated via e-mail and posted by the fitness rooms.
2. Hours will be posted designating the times when Gym 1 (Old Varsity Gym) and Gym 2 (Donoho Recreation Center, aka Intramural Gym) is reserved for use by MVNU athletic programs.
3. Access to equipment will be closed for university breaks unless otherwise posted.
4. Hours of operation during breaks and holidays are to be determined by the Athletics and Student Life departments.
5. Rooms may be closed at specified times for special events.

Safety
1. An MVNU staff member or student employed as a monitor must be present at all times during equipment usage.
2. All equipment safety instructions and/or precautions must be observed.
3. Access to the facility may be revoked at any time for improper usage.

Access
1. Student or Faculty/Staff MVNU identification card must be scanned and upon request presented to the staff member on duty at the time of entry. No unauthorized guests will be permitted.
2. No person under the age of 18 is permitted in the cardio and strength rooms unless enrolled as a full-time student.
3. The spouse of an MVNU student is permitted to use the fitness and strength equipment within standard operating hours and upon obtaining an MVNU identification card. Identification cards for spouses may be obtained for $50 at the Campus Safety office.
4. As part of the new Student Life Wellness Initiative, any student group can reserve the lower cardio room by contacting the Campus Life Office.

**Athletic Dress Standards**
Public presentation and clothing should be consistent with the values and standards of the University as identified in the Student Handbook “Dress Standards.” Attire that is sexually provocative, too revealing, or displays advertisements or language violating or encouraging violation of community policies is not acceptable and may result in disciplinary action. The following dress code applies for the Cardio/Fitness rooms and Strength Training room:

1. Shirts are required at all times.
   - Tank tops and sleeveless shirts must cover the entire chest and stomach area.
   - Shirts that are altered may only have the sleeves removed at the sleeve seam. Shirts cut open exposing the chest and/or stomach area are not permitted.
   - Shirts must be designed as outerwear and must not be transparent, mesh, or designated as an undershirt such as an “A-shirt.”

2. Acceptable attire for lower body clothing includes athletic shorts, bike shorts, athletic pants, capris, leggings, and tights.
   - Pants or shorts must not have any buckles, rivets, belt loops, or other embroidery.
   - Pants or shorts must be full covering and must not be transparent, mesh, or exposing any part of the gluteal or hip area.
   - Shorts must extend to cover the upper thigh area.

3. Athletic shoes are required.
   - Dress shoes, boots, sandals, flip-flops, and other open-toe shoes are not permitted.
   - Shoes should be clean of dirt and debris. Muddy and wet shoes will not be permitted in the facility.

4. Please bring appropriate athletic shoes with you to the facility so that weathered shoes or boots may be removed and changed.

**Entertainment**
- Music and television volume and content will be maintained by staff.
- Television programming on individual machines should be appropriate. Be mindful of the campus community values, standards, and entertainment policy when selecting television programming.

**Civil and Criminal Code**
The University fully cooperates with appropriate law enforcement agencies for those found in violation of the civil and criminal code.

**Confidentiality of Student Records (FERPA)**
Mount Vernon Nazarene University is the custodian of many types of student records and recognizes a duty to protect the confidentiality of the information
contained therein, in compliance with the Federal Education Records Privacy Act of 1974 (FERPA). The University reserves the right to withhold or notify the general public of general information about its students, such as address, e-mail address, photographs, telephone number, college major, classification, and graduation date, if applicable. Student records are available for official use to authorized personnel who demonstrate a need to have access to such records in compliance with federal and state laws. Students or formerly-enrolled students have access at reasonable times and under reasonable conditions to their University records.

The designated school attorney and any designated physician utilized by the University are considered school officials who have access to University information. The University will release information to other academic institutions to facilitate student transfers. Additionally, the Office of Student Life will provide information to University departments or agencies responsible for licensure, certification, honors and scholarship awards, and campus employment.

**Discrimination and Harassment Policies**

Please click the links below for the complete policy and grievance form located online.

**TITLE IX – Sexual Discrimination, Sexual Harassment, an Sexual Violence**

The University is characterized by an engaging environment where diversity is celebrated and differences in ethnicity, denomination, gender, economic level, and stage of spiritual development are embraced. We also strive to provide a learning and living environment that promotes safety, transparency, personal integrity, civility, mutual respect, and freedom from unlawful discrimination. In keeping with its religious heritage, ethical convictions, and legislation, the University values a teaching, learning, and working environment that is free from discrimination, harassment, and misconduct.

Thus, Mount Vernon Nazarene University takes its responsibilities toward compliance with Title IX seriously. The Title IX coordinator works with other staff to promote a campus free of sexual/gender-based harassment and violence.

All faculty and staff at the University, with the exception of those who hold confidentiality, must report incidents of sexual harassment and/or violence to the Title IX coordinator. Guidance from the Department of Education's Office of Civil Rights has made this very clear: "If a school knows or reasonably should know about student-on-student harassment that creates a hostile environment, Title IX requires the school to take immediate action to eliminate the harassment, prevent its recurrence, and address its effects." If a University faculty or staff member knows or should know of harassment, then the law considers the University to know.

Acts of Prohibited Conduct are unlawful for students, staff, and faculty.
Specifically, they violate Title IX of the Education Amendments of 1972 ("Title IX") and Title VII of the Civil Rights Act of 1964 ("Title VII"); undermine the character and purpose of the University, and will not be tolerated. Acts of Prohibited Conduct also require the University to fulfill certain obligations under the Violence Against Women Reauthorization Act of 2013 ("VAWA") and the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act ("Clery Act").

(More information, including reporting options, can be found at www.mvnu.edu/titleix.)

**TITLE VI or TITLE VII – Discrimination**

MVNU prohibits discrimination of its employees and students on the basis of race, color, sex, national origin, age, disability, or military service. Any employee or student, who believes that s/he has been subjected to unlawful discrimination, may make a complaint. MVNU will conduct a fair and impartial investigation of all such complaints, with due regard for the rights of all parties. Retaliation against any person who has made a complaint of discrimination or cooperated in the investigation of such a complaint is illegal and a violation of MVNU policy.

(More information, including grievance and complaint procedures, can be found at https://www.mvnu.edu/uploads/About/Policies/Title-VI-or-Title-VII-Grievance-Employees-and-Students.pdf.)

**AMERICANS WITH DISABILITIES ACT – Discrimination**

MVNU prohibits discrimination against any individual on the basis of physical or mental disability. This policy extends to all rights, privileges, programs, and activities, including housing, employment, admissions, financial assistance, educational programs, and athletic programs. It is also the policy of MVNU to provide reasonable accommodations to persons with disabilities, unless such accommodations would impose an undue burden or fundamental alteration to the right, privilege, program, or activity in question.

Any student, who believes that s/he has been subjected to unlawful discrimination based on disability, may make a complaint. MVNU will conduct a fair and impartial investigation of all such complaints, with due regard for the rights of all parties. Retaliation against any person who has made a complaint of discrimination or cooperated in the investigation of such a complaint is illegal and a violation of MVNU policy.

The purpose of these procedures is to ensure that all complaints of discrimination based on disability are thoroughly and fairly investigated by authorized officials. Complaints must be referred to the individual responsible for receiving or investigating such complaints. Any employee who receives a complaint, but who is not specifically designated to formally handle such a complaint, must refer the complainant or the complaint to the appropriate individual.
(More information, including grievance and complaint procedures, can be found at https://www.mvnu.edu/uploads/About/Policies/americans-with-disabilities-act-grievances-students.pdf.)

**Dress Standards**
Modesty is the prevailing theme for community member attire; this is meant to be a reflection of both the mission of the University and our biblical mandate to respect our brothers and sisters in Christ. All community members are expected to select clothing consistent with the values of the University. Attire which is sexually provocative, too revealing, or displays advertisements or language violating or encouraging the violation of lifestyle guidelines is not acceptable and may result in disciplinary action. For safety and health reasons, students should always have appropriate footwear in campus buildings.

While the above policy reflects broad parameters for community attire, individual faculty and staff members may establish more specific standards for particular campus settings and/or programs based on professional standards or appropriateness for specific occasions and activities.

**Entertainment Policy**
Mount Vernon Nazarene University is committed to the development of discernment and discretion in the personal and corporate uses of entertainment both on and off campus. All members of the MVNU community are expected to use Christian discernment and responsibility regarding the role and type of entertainment (e.g. television, movies, electronic games, music, literature, dancing, etc.) they utilize in their life, as well as to consider the impact on others who may be exposed to their entertainment choices. This discernment and responsibility should be guided by scripture, the input of community members (e.g. roommates, resident assistants, spiritual life assistants, resident directors, etc.), and questions such as “What type of person am I becoming by engaging in this”?

**Approval of Movies/Films for Clubs and Organizations**
All MVNU student organizations/groups may sponsor movies that foster intellectual, emotional, spiritual, or artistic growth and/or provide entertainment. The Office of Student Life must approve all movies that student organizations or groups want to sponsor and show on campus. Approval of a movie must be granted prior to placing an order with a movie company or announcing a showing.

**Copyright Compliance**
The U.S. Copyright Act places significant restrictions on the public use of recordings (rented or owned). No videos or DVDs are to be shown on campus in public lounges or to public audiences generally unless the proper license has been secured to do so. Inappropriate computer-transmitted (pirated) movies are not allowed to be shown or viewed.

**Content Rating Policy**
Movies that are X-rated, NC-17-rated, unrated movies or pornographic movies are not permitted.

**Movies in Residence Halls**
All informal public viewing of a movie in residence hall lobbies or common areas must be approved by the Residence Life staff prior to viewing and must be in compliance with copyright law.

**Television Policy**
Cable television is provided as a benefit for residential students of MVNU. This benefit can be revoked, at any time, for improper use or violation of other policies. Improper use includes but is not limited to: Splitting or splicing cable, damaging MVNU common area electronic equipment, damaging room/apartment or other MVNU property. MVNU is not obligated to compensate students when the cable access privilege is revoked or for any disruption in service.

**FERPA**
The Family Educational Rights and Privacy Act (a.k.a. FERPA or the Buckley Amendment) protects a student’s right to privacy concerning their academic records and information. MVNU will not disclose any information without the written consent from the student, with some exceptions as stated by FERPA. There are some types of information such as grades, financial aid, chapel attendance, discipline record, class attendance, or class schedules that parents and others might like to receive. However, FERPA prevents access to anyone other than the student unless the student gives written permission to the University.

(For more information on FERPA, see https://www.mvnu.edu/uploads/ferpa.pdf and https://www.mvnu.edu/undergraduate/academics/registrar/ferpa.)

**Fundraising Policy**
Students must receive approval before raising funds for any purpose (including approved student clubs and organizations). Any students interested in raising funds should contact the Director of Campus Life, who will outline the process.

**Human Sexuality**
Human sexuality is an integral part of personhood, and is a gift from God. The MVNU community desires to respect, honor, and protect the gift of human sexuality provided by the Creator. As an institution desiring to be a Christian community, we seek to live life together under the authority of Christ, following His teaching and His life of compassion. The University affirms the biblical teaching that sexual intimacies are to be shared as God’s gift within the context of a committed marriage relationship between a man and a woman, and to do otherwise is to distort the holiness and beauty that God intended. As members of a Christian community, we are admonished to avoid certain sexual activities held to be incompatible with God’s will for our sexual integrity, including, but
not limited to, fornication, sexual promiscuity, adultery, homosexual acts, homosexual behavior, public expression and/or promotion of a homosexual lifestyle, and viewing/participating in pornography. MVNU community policies upholding these principles are in keeping with both biblical teaching and the Church of the Nazarene (2009-2013 Manual, pp. 56-57).

**Liability**
The University recognizes that certain activities voluntarily engaged in by students, such as informal athletics contests, jogging, running, sledding, walking in the woods, and other activities, have some measure of risk involved for the participants. Students and guests who engage in such activities assume the risk of injury or property damage which may result.

The University is not responsible or liable for injuries or property damage incurred by students or their guests participating in these and similar activities.

**Photo and Video Release**
MVNU may at times use photographs, audio and/or video recordings of employees and students for purposes of education, publicity and student recruitment on behalf of the university, via the Internet, print publications and other media.

Should an employee or student (or the parents or guardians of such persons who are under the age 18) NOT want to be photographed or recorded, or have his/her name or “directory” information used in connection with any such recording, that person must notify the university in writing.

Individuals who choose to opt-out are also responsible for removing themselves from areas in which photography and/or recording is taking place, or notifying the camera operator of their opt-out status. Failure to do so may result in that individual’s inclusion in a photograph or recording and will be treated as consent for the university to utilize that photograph or recording accordingly.

**Promotion for Business**

**Promotion for Business by Off Campus Groups/Individuals**
Off-campus groups or companies (includes for profit and non-profit ventures) are not permitted to sell or promote on campus in any manner (includes bank or telephone credit card/sales promotions, vendors or sales parties, use of MVNU technology for promotion/solicitation) without the prior written approval of the Senior Leadership Team or the Vice President for Student Life and Director of Campus Life. Any student who becomes aware of this type of business activity should notify Campus Safety and the Office of Student Life.

**Promotion for Business by University-Related Groups/Individuals**
Students and individuals related to the university shall not establish or conduct business (includes for profit and non-profit ventures), including selling of goods/services, or promoting in any manner off campus ventures within the
campus community without the prior written approval of the Senior Leadership Team or the Vice President for Student Life and Director of Campus Life. The use of any promotion outside of the campus community that associates a student business venture with the University is prohibited. This includes but is not limited to the use of the University name, logo, telephone number, e-mail, and postal address.

Solicitation of Funds
Prior approval from the Office of Student Life must be obtained before soliciting funds and promoting of commerce on campus or in the community. An example includes asking businesses in the community for “free” gifts or coupons to use as door prizes for campus events. Approval requirements apply to individuals and all campus offices, groups or organizations. Unauthorized solicitations should be reported promptly to the Office of Student Life.

Responsibility for Personal Property
The University shall not be liable, directly or indirectly, for any loss due to theft of personal property of students or their guests, or any damage or destruction of such property by fire, water, vandalism, or other cause. Students are advised to procure personal insurance against such eventualities since the University cannot purchase this protection for students. Students should be sure their property is covered by parents' homeowners' policy, or obtain a policy on their own items. All valuables should be taken home during break times throughout the school year.

Rights of Students
Private Church University Covenant Parameters
Mount Vernon Nazarene University encourages students to understand the limits or parameters of their rights. MVNU is a private church university. This characterization immediately indicates that students at MVNU are in a different category than students at a public, state-supported university. State-supported universities operate from a different legal basis with their students than private universities. Comparisons between them must take this into consideration.

Students in private church universities are in a “covenant or contractual” relationship. They choose voluntarily to attend the University. They voluntarily agree to accept the responsibility to fulfill the community rules and regulations of the university when they sign their applications and/or housing contracts for admission. The University's part of the contract is in the form of the University Catalog and Student Handbook. For tuition, fees, room and board, the university agrees to provide rooms, meals, professors and classrooms.

It is assumed that voluntary acceptance of this contract by the students is in good faith. The university tries to do its part and expects the same from students. When either party feels the other one is not fulfilling its part of the contract satisfactorily, it is free to terminate the arrangement. The student may withdraw in the middle of the contract; the university may ask the student to terminate attendance at the institution when behavior is incompatible with the
environment as determined by the university administration and appropriate committees.

Suspension, Dismissal, Expulsion, and Withdraw
Students may be suspended, dismissed, expelled or asked to withdraw on either academic and/or behavioral grounds.

The main consideration is the degree to which students are fulfilling their contractual agreements. If they are falling behind in grade points, they are not keeping their end of the contracts. If they prove themselves to be poor citizens, whose behavior on or off campus is incompatible with the community expectations of MVNU, they are failing their part of the contracts. Students who are accused of misconduct that would warrant suspension, dismissal, or expulsion have the right to know the nature of the offense and its possible consequences. The sources of information do not need to be divulged by the administration, since all such accusations are treated as reports, not facts. Students have the right to defend themselves and offer evidence in their defense.

Disruption of University Community Life
Disruption of the normal pattern of the university community life, either day or night, is viewed as the students’ failure of the contracts. Such disruption or violation of university policy may result in the student’s immediate removal from campus and/or revision of housing assignment until a hearing may be conducted on the matter. The disciplinary hearing will be conducted and expedited in a timely manner, according to processes outlined in the Student Handbook.

Right to Appeal
Students have the right to appeal the decisions made in their cases in harmony with established guidelines as contained in the Disciplinary Processes section.

Residential Agreement
Residential students do not live in their rooms under the same relationship as a lessee of property. Their rooms are not exclusively their domains. The University administration or officials authorized by the Vice President for Student Life can have access for inspections. This is further sustained by the fact that no particular room is rented to a student, but is merely a room assigned for their use during the academic year. Specific room assignment may change from time to time at the discretion of Student Life personnel. The right to inspect rooms by the Student Life Staff at any time is based on the contractual agreement as stated in the Housing Contract.

Privacy of Students
MVNU fully subscribes to federal regulations protecting the privacy of students. To insure compliance with these prescriptions, limited disciplinary information may be shared with parents, relatives, or friends of a student without prior written information release granted by the student.
Student Printing Policy
- Each student is provided with a printing allowance of $15 per semester.
- Allowance may not be used for personal purposes.
- Allowances may only be used for items that are directly related to the student’s academic work (including the student’s resume).
- Unused balances may not be shared with others.
- Unused balances will be cleared from all accounts at the end of the school year. Students who remain on campus during the summer and take classes at MVNU may request that they be able to use their allowance balances in the summer.
- Students will receive the print allowance (via the Printing and Mailing Department) on their Papercut account.
- Students will see a Papercut Window when “print” is selected within the application they are using. The current print account balance will appear and decrease as printing occurs.
- Students may purchase additional print credit with Student Accounts.
- Policy violations will be handled in accordance with the disciplinary processes in the Student Handbook.

Use of MVNU Identity
The Mount Vernon Nazarene University name, seal, logo, telephone numbers or address are reserved for official University business and may not be used for any other purpose including electronically (fax, internet, etc.) in advertising or for non-University sponsored events without explicit written permission.

University Property
Community Responsibility
In halls or apartment areas, including exterior areas, where the University has determined that the residents are consistently tolerating undue abuse of University property and the responsible individual(s) cannot be identified, upon proper notification by the residence life staff, all such residents will be held responsible for paying a per-capita share of the cost of repairing such damages. Residents will also be held responsible for their guests and their actions. Residents are expected to take every precaution to assure that common property is not abused. The principle that damage to University property must be paid for by campus residents will consistently be followed.

Personal Responsibility
Occasionally there is damage in some of the residence living areas, and occasionally it is impossible to determine who is responsible for the damage. Therefore, students will be held responsible for the condition of their rooms. Damage to or theft of furnishings will be charged to the occupants assigned. Occupants of a room may be held jointly responsible for losses or damage where individual responsibility cannot be determined.

River and Pond Areas
Water areas and features are off limits for swimming and boating for health and
safety considerations without approval by the Office of Student Life. Such features should not be vandalized or tampered with.

Withdrawal
Mount Vernon Nazarene University is committed to an educational and community environment focused on academic engagement, spiritual growth, personal development, and vocational preparation. A framework of student success support and partnership between students, faculty, and staff undergirds its mission and vision. Students with mental or physical impairments who cannot fulfill the essential elements of the applicable education program, with or without reasonable accommodation, or who pose a direct threat to themselves or others, which cannot be mitigated through the provision of a reasonable accommodation, may elect to withdraw for a period of time or may, at the discretion of the University, be involuntarily withdrawn. These two processes are described below.

Voluntary Withdrawal
A student may find they need to withdraw from MVNU prior to the end of a semester for a variety of reasons, which include, but are not limited to, medical, emotional, financial, vocational, or military reasons. A student who is withdrawing needs to contact the Registrar’s Office in order to begin the process. Students will need to be aware of the financial ramifications of withdrawing, which can be found at http://mvnu.smartcatalogiq.com/en/2019-2020/Catalog/Financial-Information-Traditional/Refund-Policy-for-Students-Withdrawing-from-the-University.

Involuntary Withdrawal
If a serious physical or mental health problem or a behavioral issue arises that significantly interferes with a student’s ability to function in academic and/or community life, and if the student is unwilling to take a leave of absence or to withdraw voluntarily, MVNU may initiate a voluntary withdrawal. Each situation will be reviewed on a case-by-case basis by the Vice President for Student Life, in consultation with appropriate University staff and faculty. An involuntary withdrawal will be initiated if a student meets one or more of the following criteria:

a. The student has a mental or physical impairment which renders the student unable to fulfill the essential elements of the applicable education program, with or without reasonable accommodation, or who poses a direct threat to themselves or others, which cannot be mitigated through the provision of a reasonable accommodation.

b. The student’s behavior is disruptive to others and negatively affects the community. Disruptive behavior is that which causes emotional, psychological, or physical distress to fellow students or staff substantially above that normally experienced in daily life. Such disruption may be in the form of severe distress associated with one or
more behavioral incidents, or somewhat less severe but persistent distress over a more extended period.

Upon receipt of all requested information, the Vice President for Student Life (or designee) will communicate the details of the withdrawal in writing including what conditions must be met for re-enrollment. Involuntary withdrawals will be diverted from the normal disciplinary and appeals processes.

**Housing Responsibilities**

Students issued an involuntary withdrawal who are enrolled in University housing must vacate the residence hall within 24 hours of the withdrawal approval, unless instructed otherwise. Students will be held responsible for all housing charges and fees associated with time spent in the residence hall up to the date of proper check out once the medical withdrawal has been formally issued. The student, or the student’s family, is responsible for contacting the Residence Life Office and checking out of housing. Failure to follow proper check out procedures may result in continued housing charges and fees.

**Re-enrollment after Involuntary Withdrawal**

If a student desires to return to MVNU in any subsequent semester, the student will need to fill out a re-admit form found at https://www.mvnu.edu/undergraduate/apply/re-admission. During the admissions process, the student must provide written confirmation from a psychologist, psychiatrist, or medical provider that the student (1) has been under treatment, (2) may return to the University without danger to the student or others, and (3) will not disrupt the normal functioning of the University. As part of this documentation, a medical provider who has overseen the student’s care during the time after the withdrawal must complete an updated Medical History Form (https://www.mvnu.edu/uploads/StudentLife/HealthServices/hhform.pdf) and a Community Health Provider Report Form that will be provided by MVNU’s Counseling Office. The Director of Counseling and Wellness will review this documentation prior to the student’s being considered for re-enrollment. MVNU also reserves the right to request that the student meet with the Director of Counseling and Wellness before re-enrollment privileges are granted.

Note: University community policies, violations, and the disciplinary process run independently and are not replaced by the voluntary and involuntary withdrawal policies. Students can still receive student sanctions or dismissal from the University or University-owned facilities as a result of violation(s) of University policy, regulations, or state or federal law. Please see the MVNU Student Handbook for further information on community policies, violations, and the discipline process.
COMMUNITY EXPECTATIONS

Community Context
Commitment to Character Development
Community Guidelines and Violations

Community Context
As illustrated in the opening pages of this document, MVNU is deeply committed to the pursuit of Christlikeness through Christian community. We seek to live together in healthy ways that are found in scripture and taught and lived by Christ. We strive to find the right balance of challenge and support for each individual because we believe that our intentional pursuit of life together in community allows us to bring out the best in one another. We believe that this is possible when we stand for the following:

1. Commitment to spiritual growth and character formation
2. Expression of Christian values through responsible decisions and actions
3. Honesty and integrity in our academic, personal, and social lives
4. Pursuit of habits that promote self-control
5. Healthy interpersonal, sexual, and romantic relationships
6. Personal responsibility in decision making
7. Transformation through engagement and collaboration

The following pages outline, in greater detail, the ways in which these principles play out in our daily lives as well as the expectations of students who have chosen to join our community. The entire discipline process (including community guidelines, violations, and sanctions) is designed to promote a campus atmosphere that is most conducive to personal well-being, corporate service, and MVNU’s goals and educational objectives.

Commitment to Character Development
MVNU’s student conduct policy is grounded in the principles of education, personal growth, faith, and character formation. We desire that all who are involved in the discipline and sanction process grow in character. MVNU desires that lives are to be characterized by love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, and self-control.

Community Guidelines and Violations
Each member of the University community is expected to live honorably, considerately, and peacefully with their neighbors. The standards of MVNU mirror the Church of the Nazarene.

Students may be sanctioned for conduct that constitutes a hazard to the health, safety, or well-being of members of the University community or which is detrimental to the University’s interest whether such conduct occurs on campus, off campus or at University-sponsored events. Additionally, the University may sanction its students for on or off-campus misconduct that is detrimental to the University’s mission and interests. This will include behavior
during weekends, semester breaks, Christmas, midterm, and summer breaks. In regard to MVNU’s community policy, a student who is subject to the standards herein is any individual who has moved into campus housing after acceptance, attended New Student Institute, or attended an MVNU class (whichever comes first) until such time as they graduate, withdraw, or are dismissed from the University.

Our right to free expression is limited not only by general community concerns, but also by individual needs and biblical standards. Sensitivity to the rights, needs, and concerns of others should be evident across campus.

Mount Vernon Nazarene University recognizes the need for consistency and fairness in its disciplinary procedures. It is necessary, therefore, to establish and publish what the University views as appropriate responses to selected and common violations (inadvertent or deliberate) of specific University behavioral standards and expectations.

What follows is a listing of MVNU’s community guidelines and violations. Each category listed below is followed with the number of discipline steps associated with violation of the policy (discussed in the Disciplinary Process chapter of this handbook) as well as common sanctions associated with the violation. Members of our community find themselves at varied stages of personal development and maturity. The University and its officials, therefore, reserve the right to consider the flagrancy of the offense and the growth of the individual in determining the appropriate disciplinary response. Incidents and/or infractions that occur both on and off campus are subject to disciplinary action. Other behaviors not found on this list that can be demonstrated as “mission related violations” (issues of misconduct that are detrimental to the University’s mission and interests) can result in disciplinary action.

**Alcohol**
(2-4 steps, depending on severity)
Use, purchase, or possession of intoxicating beverages on or off campus, or being in the presence of same is prohibited. MVNU students are individually responsible for not consuming, trafficking in, or being in the immediate presence of open alcoholic beverages being consumed. Students in the presence of alcohol in their homes will not be held accountable for their families' use of alcohol. Following are examples of what students should do if they find themselves in any of the above circumstances:

- Report the incident/violation to the Resident Assistant, Resident Director, or Director of Residence Life
- Leave the area immediately. Failure to do any of the above indicates that the student(s) is a willing participant in a violation of University policy and is therefore subject to disciplinary action.

*Generally speaking, consumption of alcohol is 3 steps and providing alcohol to minors is 4 steps.* Students are encouraged to be diligent in holding each other accountable for actions. “Being in the presence of” refers to being in the
presence of friends and acquaintances (other than parent or guardian) who are participating in the use or possession of alcohol or drugs with failure to follow student handbook guidelines including reporting information to the appropriate MVNU authority and leaving the area immediately. “Possession” includes actual physical possession (internal or external), having a substance or other prohibited item present in one's room, apartment area, vehicle, etc., and/or being part of any scenario that is not in compliance with University policy. “Distribution” or “sale” includes the sharing or selling of prohibited substances including alcohol, prescription drugs, and non-prescription drugs.

Assault
(3-6 steps, depending on severity)
A person commits an offense of assault by intentionally, knowingly or recklessly causing bodily injury to another, intentionally or knowingly causing another to reasonably fear imminent bodily injury, or intentionally threatening the safety and well-being of others.

- **Dating Violence/Domestic Violence**
  (3-6 steps, depending on severity)
  Dating and domestic violence consists of a pattern of assaultive and controlling behaviors that one person uses against another in order to gain or maintain power and control in a relationship. The abuser behaves in ways that cause fear, degradation, or humiliation. All forms of abuse (physical, sexual, emotional, and psychological) are prohibited. Dating violence and domestic violence may also be subject to MVNU’s Title IX policy.

Chapel Violations
Chapel violations are not a part of the student life discipline policy (see the Campus Ministries section of this handbook for chapel policy).

Disruptive Behavior
(2 steps)
Disruptive behavior or language in any form (social media, signs, written, etc.) that negatively impacts the ethos of the community (i.e. profanity, vulgarity, disorderly conduct, etc.), hampers the growth of others, or diminishes, erodes, or destroys human value or human relationships.

- **Failure to Comply**
  (2 steps)
  Students are expected to comply with day-to-day policies and procedures as listed in the appropriate university handbooks. Students are also to comply with reasonable and lawful requests, whether written or verbal, by University personnel acting in performance of their duties. A University official includes, but is not limited to, Campus Safety officers, faculty members, staff members, and student residence hall staff. The following are prohibited behaviors:
    - Disrespect for those in authority
• Failure to answer a summons by any University official
• Failure to comply with directions of University officials or law enforcement officers acting in performance of their duties
• Failure to produce authentic University identification upon request by a Campus Safety officer or identify oneself when requested to do so
• Failure to comply with the timeline of completion of sanctions
• Failure to appear at a disciplinary hearing or proceeding

• Obstruction
(2-3 steps, depending on severity and impact)
Obstruction is the act of willfully interfering with normal campus operations or the campus disciplinary process. It can include, but is not limited to, the following:
• Disruption of the normal pattern of campus life.
• Participation in a campus demonstration that disrupts the normal operations of the University and infringes on the rights of other members of the University community.
• Intentional obstruction which unreasonably interferes with freedom of movement, either pedestrian or vehicular, on campus.
• Disruption or obstruction of teaching, research, administration, disciplinary proceedings, other University activities, including its public-service functions on or off campus, or other authorized University activities.
• Restricting another person’s freedom of movement or normal functioning.
• Inciting, aiding, or encouraging other persons to participate in any acts that are determined to be obstruction.

Depending on the severity and impact of the destructive behaviors outlined above, a violation may limit a student’s enrollment and/or ability to remain in University Housing. In such circumstances the University reserves the right to restrict or administratively remove students who:
• exhibit little or no control in adhering to University policies
• are unable to carry out the normal routine of campus life
• threaten to harm others
• have a health or physical condition that reaches a critical level and becomes life threatening
• are disruptive to the living and/or learning environment on campus (i.e. create undue emotional or physical stress for others)
• place consistent unrealistic expectations on the time and energy of other students, faculty or staff

Drugs
(5-6 steps, depending on severity)
The use, purchase, sale, possession, or being in the presence of drugs or drug-related paraphernalia (any item designed to consume illegal drugs) is prohibited (see the definitions of these terms in the section covering Alcohol). This includes legal substances that are obtained or sold illegally, or used for the purpose of substance abuse.

- **Medical Marijuana**
  In 2016, Ohio became the latest state to legalize the use of medical marijuana. However, because the Federal government has not legalized marijuana, it remains a banned substance under federal law. MVNU receives federal funding through such things as student financial aid. To avoid losing federal funding, MVNU must prohibit all marijuana use, including medical marijuana. Students found in possession, using, and/or distributing marijuana while on campus, even with a medical marijuana prescription card, will be subject to student disciplinary action and may have additional legal consequences.

**Entertainment Violations**
(2 steps)
MVNU students shall not patronize inappropriate places of entertainment including but not limited to bars, clubs, strip clubs, or participate in entertainment (such as pornography or NC-17 movies) that violates the mission of the University.

**Gambling**
(2 steps)
Gambling is prohibited because we seek to be wise stewards of the resources provided to us by God. Gambling includes, but is not limited to, online games, betting on sporting events, patronizing casinos, and the exchange of money, betting, or wagering on games of chance such as poker.

**Harassment**
(3-4 steps, depending on severity)
Subjecting another person or group to abusive, threatening, intimidating, or harassing actions including, but not limited to, those based on race, religion, gender, disability, age, economic status, ethnicity, national origin or sexual orientation is prohibited and subject to discipline. This includes any communication that attacks or interferes with a person conducting his or her customary affairs, puts that person in fear for his or her safety, or causes actual physical injury. In addition, this would include jokes, pranks, profanity, epithets, negative stereotyping, or any type of behavior demeaning or intimidating to other individuals.

- **Bullying**
  (3-4 steps, depending on severity)
  Ohio’s bulling laws are detailed in section 3313.666 and prohibits “any intentional written, verbal, electronic, or physical act that a student has
exhibited toward another particular student more than once and the behavior both:
   a. Causes mental or physical harm to the other student
   b. Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student.”
Bullying may also be subject to MVNU’s Title IX policy.

• Exploitation
  (3-4 steps, depending on severity)
Exploitation involves the improper act of using another student’s resources for monetary or personal benefit, profit or gain when the person exerted control over the student or the student’s resources in any of the following ways:
   a. Without the student’s consent
   b. Beyond the scope of the express or implied consent of the student
   c. By deception
   d. By threat
   e. By intimidation
Exploitation may also be subject to MVNU’s Title IX policy.

• Hazing
  (3-4 steps, depending on severity)
Ohio’s hazing laws are detailed in section 2903.31 of the Ohio Revised Code. The statutes define hazing as “any act or coercing another, including the victim, to do any act of initiation into any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person.”

MVNU considers hazing to be any act which endangers the mental or physical health or safety of a student or which destroys or removes public or private property for the purpose of initiation, admission into, or affiliation with, or as a condition for continued membership in a group or organization, whether the person subjecting to such behavior participates willingly or not. Hazing acts may be physical, mental, emotional or psychological, which subjects another, to anything which may abuse, mistreat, degrade, humiliate, discomfort, ridicule, harm, or intimidate.

• Intimidation
  (3-4 steps, depending on severity)
Intimidation is a prohibited behavior that would cause a person of ordinary sensibilities to fear injury or harm. Threat of harm generally involves a perception of injury, physical or mental damage, act or instance of injury, or a material and detriment or loss to a person. Intimidation may also be subject to MVNU’s Title IX policy.

• Pranks
Pranks are often viewed as harmless fun. Students must be mindful that many activities surrounding the execution of pranks often involve violation of other stated MVNU Student Behavioral Policy (i.e. unauthorized use, harassment, vandalism, property damage, off-limits areas, failure to comply, obstruction, disruptive behavior, theft, etc.). As such, students in violation of the Student Behavioral Policy will be subject to the sanctions associated with the individual infractions due to the execution of a prank.

- **Stalking**
  *(3-4 steps, depending on severity)*
  Stalking is a form of harassing conduct directed at a specific person that involves repeated (two or more occasions) visual or physical proximity, nonconsensual communication, or verbal, written, or implied threats, or a combination thereof, that would cause a reasonable person fear. Stalking behaviors also may include persistent patterns of leaving or sending the victim unwanted items or presents that may range from seemingly romantic to bizarre, following or laying in wait for the victim, damaging or threatening to damage the victim's property, defaming the victim's character, or harassing the victim via the Internet by posting personal information or spreading rumors about the victim. Stalking behavior is also subject to MVNU's Title IX policy.

**Honesty and Integrity**
*(2 steps)*
Students are expected to be truthful in all situations and refrain from activities involving personal and academic dishonesty.

- **Academic Integrity Violations**
  Academic integrity violations are not a part of the student life discipline policy. (see the Academic Life section of this handbook).

- **Deception**
  *(2 steps)*
  Purposeful deception, falsification, distortion, or misrepresentation of information to inquiries by a University official or committee/council should be avoided and is subject to discipline.

**Personal Misconduct**
*(3 steps)*
Employment in businesses or commercial enterprises whose primary purpose violates the mission of the University.

**Property Damage**
*(2-3 steps, depending on severity)*
Attempted or actual damage to, defacing of, or destruction of property is prohibited. Property damage, whether intentional or not, will result in the responsible student being assessed for labor and materials cost for
replacement and/or repair of the property. Similarly, students responsible for damage of personal property will be required to pay the cost to replace or professionally repair damaged property as part of the restitution process.

- Vandalism  
  (3-4 steps, depending on severity)  
  Vandalism is any action involving deliberate destruction of or damage to public or private property. Acts of vandalism are subject to MVNU’s disciplinary policy and may result in fines in excess of actual damage as outlined in the property damage policy.

Residence Hall Violations  
(1-3 steps, depending on severity)

The following behaviors are prohibited:

- Failure to consult a Resident Assistant or Resident Director for checkout (up to 1 step and/or monetary fine)
- Littering and/or failure to clean up after oneself (up to 1 step and/or monetary fine)
- Removing furniture from the unit of its origin or violating furniture policy outlined in the Residence Life section of this handbook (1 step and/or monetary fine)
- Removing or destroying residence living area windows or screens (1 step and property damage/vandalism sanctions)
- Inappropriate attire (1 step)
- Inappropriate social behavior or public display of affection (1 step)
- Curfew violations (1 step)
- Using windows for building entry and exit (1 step)
- Unlocking or propping open doors after hours (1 step)
- Athletic activities in the residence areas, such as frisbee-throwing, throwing or bouncing balls, running in the residence areas, golf, wrestling, boxing, etc. (1 step)
- Violation of quiet hours, excessively boisterous or disruptive activity, or making excessive noise that infringes on the rights and needs of others (1 step)
- Improper use of diffusers (1 step)
- Unauthorized air conditioning unit (1 step, $50 A/C fee charged and possible monetary fine up to $25)
- Painting residence areas (1 step, cost of repainting assessed plus possibly monetary fine up to $50)
- Using or possessing items 1-15 on the “Items Not Allowed on Campus Property” section of the Residence Life Guidelines in this handbook (1 step)
- Social behavior in residence living area lounges that is inappropriate (1-2 steps)
- Loitering at the residence living area window of the opposite sex (2 steps)
- Failure to follow all residence hall safety regulations including participation in fire drills (2-3 steps, depending on severity)
Retaliation
(2-4 steps, depending on severity)
Retaliation against someone who files a complaint or who participates in the investigation of a complaint is strictly prohibited by University policy and by law. Retaliation can occur in many forms. The following list illustrates some (not all) examples of behavior that would be considered retaliation:

- Asking a complainant why he/she complained. Likewise, asking a witness why he/she was willing to make a statement.
- Asking a complainant to rescind his/her statement. Having friends ask the complainant to rescind his/her statement.
- Threatening the complainant or witness in any manner.
- Cyber-bullying the complainant or using social media to criticize, harass, demean or aggravate the complainant/witness.
- Excluding the complainant from team meetings or other such events to which the complainant is a rightful participant.

Safety Violations
(1-4 steps, depending on severity)
Any irresponsible behavior, which may jeopardize the safety of the MVNU campus community, will also be viewed as a serious offense. Some offenses listed below are criminal acts and may be handled accordingly. The unauthorized use of fireworks, giving false alarms, and tampering with fire safety equipment are practices prohibited by the laws of the State of Ohio.

- Rollerblading, skateboarding, or cycling in campus buildings (1 step)
- Possession of and burning incense, candles, or smoking in rooms (1 step)
- Storing items in the water heater closets in the townhomes (1 step)
- Exit through emergency doorways without authorization during a non-emergency (1 step and $25 fine)
- Parking in a fire lane (1 step)
- Hitting or throwing golf balls or other potentially damaging objects on campus near any buildings (1-2 steps, depending on severity)
- Using windows for building entry and/or exit except in the case of an emergency (2 steps)
- Failure to respond to a campus fire-drill (2 steps)
- Possession or explosion of fireworks, bottles, and stink bombs (2 steps)
- Tampering with fire extinguishing equipment (3 steps and $100 minimum fine)
- Tampering with or unauthorized use of emergency door locks (3 steps and $25 fine)
- Failure to comply with evacuation procedures (3 steps and $50 minimum fine)
- Tampering with smoke detectors, security cameras, or other safety technology (3-4 steps and $100 minimum fine)
- Setting off a false fire alarm (3-4 steps and $100 minimum fine)
Sexual Activity
(2 steps)
Engaging in, or the appearance of, sexual activity in relationships outside of marriage is unacceptable and prohibited. This may include, but is not limited to, sexual intercourse, groping, and touching the breast, buttocks, or genital areas. It may also include instances when students are found together in compromising or questionable situations/positions with someone of the opposite sex or someone they are in a romantic/physical relationship with; such situations/positions could include instances when doors are closed, when lights are off, and/or students are not fully clothed.

Mutual messages containing the explicit description or display of sexual organs or activity through any means, including but not limited to, electronic means such as texting or social media (Facebook, Snapchat, Instagram, etc.), is also considered a violation of this policy. (See the student handbook sections on sexual discrimination, sexual harassment, and sexual violence.)

Note: When an unmarried student becomes pregnant, MVNU seeks to respond redemptively. Both the father and the mother of the child are to be treated equally and both are encouraged to remain in school. Proper medical care is considered essential, as are appropriate emotional and spiritual support. Students who are dealing with a pregnancy are encouraged to discuss the pregnancy with a counselor or other appropriate person. Responsible decisions for the care of all parties involved are encouraged and supported.

- Cohabitation
  (3 steps)
  Students are not permitted, whether on or off campus, to be in the bedroom of, live with, or spend the night with someone of the opposite sex or with someone they are in a romantic/physical relationship with. This includes, but is not limited to, sharing combined sleeping space, sleeping together in a car, being found in compromising sexual situations, etc. This does not include spouses or family members.

- Nudity
  (2 steps)
The Ohio Revised Code Section 2907.09 states that indecent exposure violations will result in a criminal record and possible registration as a sex offender. Therefore, nudity outside of a student’s bedroom, restroom, or locker room is considered public nudity and will be subject to disciplinary action.

- Pornography
  (2 steps)
  Pornography is defined as printed, audio, digital, visual, or computer-
transmitted material containing the explicit description or display of sexual organs or activity, largely intended to stimulate erotic and/or degrade the dignity of personhood rather than aesthetic or emotional feelings. Possessing, viewing, accessing, or participating in pornographic materials is prohibited.

Thief
*(3-4 steps, depending on severity)*
Thief is defined as taking or possessing the property of another without right or permission. Students shall respect the property of the University, its guests, and all members of the University community. Students are to keep residence room doors locked when they are out of the room and are to notify the Department of Safety of anyone appearing or acting suspicious in, or around, University residences. All theft, no matter how small, is to be reported to the Department of Safety. However, the University assumes no liability for the loss of items from students’ rooms, athletics or music lockers, or campus buildings. Unauthorized use of another student’s ID card is considered theft.

Tobacco
*(2 steps)*
Consistent with our commitment to live healthy habits, students are prohibited from using tobacco and tobacco-like products including but not limited to, cigarettes, cigars, chewing tobacco, hookahs and e-cigarettes during the tenure of a student’s active enrollment. MVNU is a smoke-free campus.

Unauthorized Use
*(2 steps)*
MVNU provides a number of services for students including but not limited to cable television, computer access, telephone services, and utilities. Any unauthorized use of these services or tampering with University property may result in fines imposed, disciplinary action taken, and/or the involvement of the local police. Examples of situations that fall into this category include, but are not limited to:

- Unauthorized access of another's voice mail or computer/online account(s) (including changing or using someone else’s computer password).
- Failure to comply with and adhere to all computer and internet/host-based policies contained in the MVNU Computer Regulations and Policies Manual.
- Duplicating or possession of duplicated keys, computer access codes, and other devices without proper authorization.
- Unauthorized use of University property including vehicles, cellular phones, credit cards, equipment, etc.
- Stapling, tying, or using adhesive for hanging unauthorized posters, signs, or other materials to doors, windows, or trees.
• Unauthorized alteration of or connection to the cable, computer, or electrical hookups or systems on campus
• Attempting to adjust hot water heaters or laundry equipment.
• Unauthorized entrance into and/or taking food from the dining commons. (This, as well as the use of someone else’s ID card will be considered theft.)

• Off-Limit Areas
(2 steps)
For the protection and safety of students, the following areas are off-limits without permission or supervision by a university official:
• Roof tops
• Elevator shafts
• Dumpsters
• The reflection pond
• Maintenance tunnels
• Mechanical rooms
• Habitation of living quarters without authorization during breaks

• Unauthorized Visitation
(2 steps)
This occurs when someone is in a residence area during restricted hours and without permission. Others in the residence area being inappropriately visited by a member of the opposite sex should ask the visitor to leave immediately and report it to the Resident Assistant or Resident Director.

Verbal and/or Physical Altercation
(2-4 steps for verbal, depending on severity. 3-4 steps for physical, depending on severity.)
It is the expectation that students will engage one another in civil discourse, recognizing that every person has a right to safety and security on campus. Yelling, the use of profane language, or engaging in negative physical contact (which includes but is not limited to punching, kicking, slapping, etc.) creates a hostile environment and is not acceptable.

Violation of the Law
(2 steps minimum; no maximum based on discernment of severity by University officials)
In keeping with scriptural admonitions to be under the authority of government, students are expected to uphold the local, state, and federal laws. MVNU students who violates local, state, or federal law, on or off campus, may also be subject to the Student Conduct Process. Registered/enrolled students are expected to report criminal charges and/or being arrested to the Director of Residence Life within 72 hours of being arrested and/or criminally charged or convicted. This policy does not include minor traffic violations.
Weapons

(3-6 steps)

Although the state of Ohio has passed legislation allowing individuals to obtain permits to carry concealed handguns on college campuses (subject to restrictions), MVNU's position on firearms and weapons is outlined below:

- Possession or discharge of firearms or ammunition is prohibited (6 steps)
- Possession or use of pellet or BB guns, replica firearms, airsoft guns, paintball guns, slingshots, martial arts weapons, bows and arrows, stun guns, tasers, or water balloon launchers are prohibited. (3-6 steps)
- Possession or use of any weapon is prohibited. Pocket knives with blades under 3 inches are allowed. (3-6 steps)
- Possession, storage, or use fireworks, firecrackers, explosives, pipe bombs, dry ice bombs, materials used to make bombs and other such homemade devices are prohibited. (3-6 steps)
- Chemical irritants such as pepper spray and mace, while not banned, should never be used in an inappropriate manner such as pranks or other activities. Violators of this policy will be subject to the student conduct process and may face criminal charges. (3-6 steps)
DISCIPLINARY PROCESS

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**Discipline Overview**
The disciplinary process at Mount Vernon Nazarene University exists to provide timely, fair, and restorative responses to student conduct violations in order to maintain a healthy community and Christ-centered learning environment and to foster personal growth and formation. When offenses do occur, the University strives to create disciplinary actions that provide students with opportunities to take responsibility for their actions, to identify the impact of their actions, to attempt to repair harm to individuals or the community that has been caused by their actions, to be restored to right standing and healthy relationships within the community, to develop ethical reasoning and integrity, and to commit not to reoffend. Through disciplinary actions that are restorative and developmental, the University strives to act consistently with understanding of grace that is merciful and yet also invites responsibility. It is imperative that students involved meet this effort with honesty and openness. The ultimate result of any disciplinary action is dependent on the student's willingness to cooperate and evaluate their behavior. Therefore, it is the individual student who determines the value of any disciplinary procedure. Each disciplinary action is taken on an individual basis, since all violations of policy are not the same in nature and magnitude. In discipline cases involving conflict between community members, efforts will be made to seek closure to both the discipline and interpersonal issues. Opportunities will be given for all persons to participate in mediated conversations with MVNU personnel to bring about this resolution. Any students in violation of policy are encouraged to utilize all the potential within themselves and the MVNU community in order for the disciplinary process to be meaningful and formative.

**Disciplinary Sanction Options**
The University views offenses as opportunities for students to learn and
grow, and, therefore, any disciplinary action is intended to have a logical connection to the offense in order for the student conduct process to be redemptive, restorative, and educational. Each student should be aware of potential actions in the event of behaviors that violate University policies. Disciplinary actions may vary in degree and may be used individually, or in combination, depending upon the specific situation and past violations of University policy. All discipline is intended to help the individual develop self-control and to preserve the rights of others and the harmony of the community. The following list describes possible disciplinary actions, though other options not listed here may be utilized.

1. **Verbal Warning:** The purpose of a verbal warning is to provide students with a verbal acknowledgement of the offense that has occurred and the potential disciplinary action if a repeated offense occurs. Verbal warnings are issued at the discretion of university employees after taking a student’s disciplinary record and the severity of the offense into consideration.

2. **Written Warning:** The purpose of a written warning is to provide students with an official letter describing the offense that has occurred and the potential disciplinary action if a repeated offense occurs.

3. **Limitation of Privileges/Visitation Restrictions:** Some offenses of University community policies may result in the loss or restriction of privileges such as visitation in order to help students consider the impact of their decisions on others within the community and to provide opportunities for increased contact and engagement with their residence area staff.

4. **Community Service:** When offenses occur that harm the community (either individuals or community facilities), students may be required to do community service in order to identify the impact of their actions and to attempt to repair harm they may have caused.

5. **Community Fines:** Offenses that either harm or pose a risk to the community environment may result in a monetary fine in order to provide an opportunity for students to take responsibility for their actions and consider the impact of their actions on the community.

6. **Damage Fine/Restitution:** When students’ actions cause damage, students may be required to pay for the cost of repair, clean-up, or replacement of the damaged property in order to help them take responsibility for their actions, to identify the harm or damage caused, and to attempt to repair the harm they caused so that they return to right standing within the community.

7. **Written Assignments:** In order to provide students with an opportunity to reflect on the impact of their actions, to develop ethical reasoning and integrity, and to develop self-awareness, written assignments may be assigned in response to certain offenses.

8. **Mentoring:** In response to some offenses, the University may require a student to meet with a mentor selected by the student and approved by the Dean of Students. The mentoring relationship
provides students with an opportunity to learn, grow, be heard, and receive affirmation, advice, and admonition.

9. **Counseling:** Some offenses reveal other behavioral and life issues that warrant the attention and expertise of a professional counselor. In such cases, students may be required to meet with a counselor, complete psychological or behavioral assessments, and comply with any conditions recommended by the counselor.

10. **Student Success Conditions:** In response to some offenses a student may be required to meet with the Director of Student Success and comply with any conditions recommended.

11. **Loss of Student Leader or Athletic Appointment:** If students who commit offenses are student leaders or student athletes, they may be removed or temporarily suspended from their positions.

12. **Housing Conditions:** The University reserves the right to remove a student from campus housing, or change the location of housing for any reason deemed appropriate and in the best interest of the student or the University.

13. **Suspension:** Suspension refers to the temporary, immediate removal* from position, appointment, academic status, campus residence, and other privileges for a period of designated day(s) for the purpose of concentrated institutional and personal assessment of the student's ability to benefit from an MVNU educational experience. During this assessment period, the student is not allowed on campus.** Participation in any school function is prohibited. A condition of the suspension may include parental notification. All academic absences and all chapel absences during suspension are unexcused. The completion of coursework missed is left to the individual discretion of faculty members.

14. **Dismissal:** Dismissal is involuntary separation from the University without the privilege of re-application for at least one calendar year. Enrollment will be terminated with immediate cessation of participation in University programs and services. Departure from the campus will be immediate*, and the student will not be allowed to return to campus.** A condition of the dismissal may include parental notification. The University reserves the right to refuse re-entry when it is determined by the Director of Residence Life that denial of re-entry is in the best interest of the student or the University.

15. **Expulsion:** Expulsion is permanent removal from school and immediate cessation of participation in the University's programs and services. Enrollment will be terminated with immediate departure from campus.* The student will not be allowed to return to campus.** A condition of the expulsion may include parental notification

* The student will be required to return to their parent's home or the location of their permanent address unless otherwise designated by the Dean of Students.
**Following suspension, dismissal, and through the period of expulsion, students (present and former) are not allowed on campus without the approval of the Vice President for Student Life or the Director of Residence Life. In special circumstances, suspension may be issued as “on-campus.” On-campus designation restricts students from classroom attendance. Chapel attendance continues to be mandatory.

All fines (e.g., chapel, traffic, damage, disciplinary, etc.) will be posted to the student's account. Expelled, dismissed or suspended students, or students who have withdrawn voluntarily for disciplinary reasons are not permitted on campus. Permission to visit the campus must be secured from the Vice President for Student Life, Director of Campus Life, or the Director of Residence Life prior to the visit.

**Disciplinary Statuses**
In addition to serving sanctions for individual violations, every violation has been assigned a number of “steps” that will be added to a student’s disciplinary record. When a student accumulates six steps, he or she falls into “Disciplinary Dismissal” category. The categories below define a student’s disciplinary status.

- **Disciplinary Warning** (1 step accumulated on the student record)
  This status indicates that a student has accumulated one step and has received a verbal and/or written warning, notifying the student of his or her misconduct and warning that subsequent infractions must not occur.
  COMMON SANCTIONS: None given. Warning only.

- **Disciplinary Probation** (2-3 steps accumulated on the student record)
  Students with 2-3 steps are on probation, meaning that any subsequent misconduct will result in additional discipline, including, but not limited to, suspension or dismissal from the University. A student’s leadership advisor or supervisor (CoSMO, Club, Sport, Small Group, etc.) will be informed when a student accumulates two steps. School Deans and a student’s leadership supervisor will be informed when a student accumulates 3 or more steps on their disciplinary record.
  COMMON SANCTIONS: Any combination of the following:
  - Limitation of privileges
  - Up to 5-10 hours of community service
  - $25-50 in community fines
  - 2-4 pages of written assignment
  - Up to 5 sessions of required mentoring
  - Up to 5 sessions of required counseling

- **Final Notice** (4 steps accumulated on the student record)
  Students who accumulate four steps will receive notification that any additional inappropriate behavior will result in removal from the
University either in a limited-term suspension or dismissal for at least the remainder of the academic semester. Student’s academic advisors, coach (if applicable), and leadership advisor/supervisor (if applicable) will be notified of this action. A student on Final Notice status is ineligible to apply for any MVNU leadership positions and will be removed from his/her current position.

COMMON SANCTIONS: Any combination of the following:
- Limitation of privileges
- Up to 10-30 hours of community service
- $50-100 in community fines
- 5-10 pages of written assignment
- Required mentoring
- Required counseling

- **Disciplinary Suspension** (5 steps accumulated on the student record)
  Students who accumulate five steps will be prohibited from attending the University, residing in, or entering into University owned or operated property, participating in any University activities, sports, academic organizations, or trips for a set period of time, typically to include at least one calendar week or the rest of the academic semester in which the offense occurred. Length of suspension will be determined through the disciplinary process. A student on Disciplinary Suspension status is ineligible to apply for any MVNU leadership position and will be removed from his/her current position. MVNU will disseminate disciplinary information regarding students in the Disciplinary Suspension status to the appropriate campus employees (advisors, leadership supervisors, coaches, appropriate office personnel, etc.).

- **Disciplinary Dismissal** (6 steps accumulated on the student record)
  Students who accumulate six or more steps will have their registration to the University canceled. This will usually last for at least the remainder of the academic semester in which the offense occurred and additional semesters as the sanction warrants. Students dismissed from the university for any length of time are not allowed to participate in any MVNU activities nor be on university owned and/or operated property unless approved by the Vice President for Student Life or his/her designee. In the instance of dismissal, all academic grades will reflect the student’s academic standing at the time of dismissal with WF (failing at the time of withdrawal) or WP (passing at the time of withdrawal) grades. Students will be subject to MVNU’s tuition, room and board, and fee refund policy. MVNU will disseminate disciplinary information regarding students in the Disciplinary Suspension status to the appropriate campus employees (advisors, leadership supervisors, coaches, appropriate office personnel, etc.). The Vice President for Student Life reserves the right to review any Dismissal Sanctions.
Students, who wish to return to MVNU after the dismissal period has ended, must reapply to the university through the admissions process. The Admissions Office will work with the Office of Student Life to determine if reinstatement of enrollment privileges is warranted. The process of reinstatement may require a face-to-face interview, character references, and proof of counseling. Students who request readmission should be prepared to submit a written and/or oral statement addressing the following:

- The student's current understanding of the factors that contributed to the dismissal.
- What the student has been doing during the time away, and in particular, what has been done to address the unacceptable behavior.
- Why the student feels ready to return at this time.
- What the student will do to ensure that the concerning behavior does not reoccur, including identifying any resources at the University that may helpful.
- The admissions committee, Director of Residence Life, or the Vice President for Student Life may assign a disciplinary status along with the associated number of steps to a student’s record as a condition of admittance to the university.

**Disciplinary Withdrawal**

In some instances, the Vice President for Student Life or his/her designee may offer the student a disciplinary withdrawal. Under the disciplinary withdrawal a student will withdraw from all of his/her courses in progress and leave the campus immediately. No tuition refunds would be given, housing costs would be prorated, and in order to be considered for re-admittance, the student would have to complete certain requirements during a specified amount of time away from the university (usually the remainder of the semester or a full semester depending on the circumstance).

**Disciplinary Expulsion**

The Vice President for Student Life, in consultation with the Director of Residence Life, may issue a disciplinary expulsion, an official determination that permanently prohibits the student from attendance at the University. Parents or guardians may be notified of this decision. Notification may also appear on the student’s transcript for a set period of time. Following that period, a student may petition the University to have the notation removed from the transcript. Expulsion may be applied to any student involved in a level 3 or higher incident three times.

**Notification to University Officials**

In some cases, the Vice President of Student Life or his/her designee may deem it necessary to inform department heads or Deans of Schools in cases involving students majoring in subjects from the respective areas.

**General Guidelines**
• In situations where a student commits multiple guideline violation in one incident, the general policy is to assign the student with the number of steps associated with the most serious violation. However, in cases where the totality of the individual violations is egregious, the Director of Residence Life, in consultation with the Vice President for Student Life, may stack the steps associated with individual violations.

• In determining responsibility for violations, the burden of proof required is “more likely than not”, also known as the “preponderance of the evidence”.

• The steps assigned with violations serve as general guidelines. The Director of Residence Life, after consulting with the Vice President for Student Life, may adjust the number of steps associated with a particular violation up or down when there is reasonable cause to do so.

• Student leaders (RAs, RHAs, SMs, SGA, cheerleaders, Music and Ministry group members, etc.) may be issued additional baseline responses by their immediate supervisors. Students participating in intercollegiate athletics are potentially subject to additional sanctions as outlined in the athletic student handbook.

• Student disciplinary steps will accrue on a student’s record for three semesters, including the current semester.

• In all disciplinary proceedings, the “spirit of the law” will take precedence over the “letter of the law”.

**Amnesty Policy**

Students, regardless of age, will be granted immunity from university disciplinary proceedings for the violation of community conduct standards if the Department of Safety, Residence Life staff, or other University official becomes aware of the breach in community behavior standards because the individual was seeking assistance for a student who needs immediate medical attention. The person seeking assistance must reasonably believe he or she is the first to call for assistance, must use his/ her own name with authorities, and must stay with the individual needing assistance until help arrives.

Amnesty includes, but is not limited to, alcohol possession and/or consumption, consensual sexual conduct, and/or inappropriate use of institutional property. Amnesty for drug use and/or possession may not apply in the event that law enforcement officials are contacted.

Amnesty will not be granted to perpetrators of abuse, violence, assault or egregious behavior against another person. Both the individual in need of assistance and the individual seeking assistance may receive amnesty protection.

**Non-Discipline Policy**

The University has every intent to correct students when they exhibit behavior
contrary to its mission and desires to assist and guide students when they are struggling with a personal issue, relationship problem, or an issue normally handled through the disciplinary process. Therefore, MVNU has created unique policies that allow students to disclose behavior and receive help for an issue in violation of policy without threat of disciplinary measures.

MVNU faculty and staff feel challenged and take great pride in assisting students who are struggling with difficult real life issues. In the instance of a student coming forward to an RA, RD, or a faculty or staff member on their own initiative or through the Mutual Accountability Commitment, there will be no disciplinary implications. If a student communicates to a RA, that RA must pass along the information to their RD to be considered for a non-discipline agreement. However, the student is required to adhere to the guidance and resources given to help them, and it will be the University’s expectation that the student complete a plan to help overcome the area in which they are struggling. It is our hope that after a student has taken the first step to come forward; they will find that the resources, support, and help that are available were worth the risk. The problem will remain confidential, and the plan of action to help the student deal with the problem will be arrived at mutually with staff, the student, and any other resource that the student may wish to call upon.

This policy does not cover:

- Students who, because of an impending or ongoing MVNU disciplinary investigation, come forward before the investigation finds them accountable for inappropriate behavior.
- Students who have been involved in an alleged policy violation where the police were involved.
- Students who are involved in sexual assault, an active Title IX investigation, or any step 6 violations. In the case where a student does come forward with one of these types of violations, he/she will enter the discipline process, but in some cases, at a lower sanction level.

The purpose of this policy is to help students redirect their behavior. It is not meant to “get around” the discipline process. All non-disciplinary agreements will be forwarded to the Director of Residence Life and placed in the student’s file. The Director of Residence Life will review all non-discipline agreements and has authority to deny an agreement if it is believed it was initiated outside of the purpose of this policy. In addition, students cannot continue to add to a non-discipline agreement when he/she violates a policy not covered by an existing non-discipline agreement. Students currently participating in a non-discipline agreement and are found in violation of a step 3 or higher violation may not be allowed to continue as a student. Cases will be evaluated on an individual basis.
As soon as the student involved shows any sign of non-cooperation with the process, including missing counseling appointments, or continues in the undesired behavior, parents or guardians may be brought into the situation and the student will enter into the formal disciplinary process and be subjected to appropriate sanctions. If a student seeks a non-discipline agreement regarding an incident that involves several students violating University policies, it is expected that the student will share information regarding these students. The student may then be asked to provide testimony in subsequent hearings.

As a part of the non-disciplinary process, the student will submit to the following guidelines as outlined in the non-disciplinary information sheet such as:

- An ongoing mentoring relationship with a faculty or staff member
- An ongoing personal counseling relationship with the campus counseling center, or if necessary, an off-campus facility at the student’s expense
- Signing a waiver of confidentiality with the Counseling Center so that Student Life officials can monitor the counseling attendance
- Stopping use of the substance or behavior that is contrary to University policy
- Taking a particular assessment, if necessary, for drug or alcohol behavior
- Resigning from leadership position if deemed appropriate for the situation
- Seeking professional medical treatment as a condition of continuing with the agreement
- Making amends to those who were hurt

If a student comes forward about a drug or alcohol policy violation and is found in violation in a subsequent drug or alcohol violation, he or she may be dismissed immediately.

If a student leader enters into a non-discipline agreement while serving in a position on campus, the advisor/supervisor of that position will be notified. If a student is selected for a leadership position while involved in a non-discipline agreement, further requirements may be imposed during the time of service. Examples of requirements may include, but are not limited to continued counseling or mentoring.

**Drug Screening Policy**
When credible evidence of drug or alcohol use, possession, or purchase is presented to the Director of Residence Life, he or she may request that a student suspected of such University policy violation verify their compliance with University alcohol and drug guidelines through University-approved drug or alcohol screening. The drug or alcohol screening will be done at the Knox Community Hospital laboratory in conjunction with Mid-Ohio Corporate
Care or through a breathalyzer test administered by University officials. A consent form will be signed by the student in question signifying permission for the Director of Residence Life to receive a copy of the test results. The University assumes the cost of any drug screening that comes back with negative results. Students will assume the cost of any drug screening tests mandated by the University that result in positive results. Students completing alcohol assessment as required within the disciplinary response process are responsible to pay for the assessment. Students who refuse to comply with a reasonable request for drug or alcohol screening or assessment by the Director of Residence Life will be asked to withdraw or may be dismissed from the University.

**University Roles and Responsibilities**

The Director of Residence Life shall have the primary role of investigation, documentation, and initial disciplinary rulings. The Associate Campus Pastor, Campus Safety personnel, and residence hall staff may serve a supportive role or assist in the disciplinary process. Incident management responsibility includes:

1. All documentation of any community violation. This shall include a review of evidence, witness account(s), interview with the individual student, and consideration of past violations.
2. Assign disciplinary action within parameters outlined in or consistent with the Student Handbook.
3. Review of student disciplinary appeals and the issuance of a recommendation regarding the disposition of an appeal, which has been presented to the Vice President for Student Life.
4. Explanation of disciplinary decision and presentation of all documentation to the Vice President for Student Life.

Final appeals for suspension, dismissal and expulsion can be made to the Judicial Appeals Committee and the Vice President for Student Life, the highest level of appeal for all disciplinary action. In addition to securing a thorough understanding of a situation, this appeal will focus on whether or not University processes have been followed. Decisions from these appeals will be final.

Serious violations, which impact the mission of the University community, may be immediately referred to the Vice President for Student Life for immediate resolution.

**Appeal Process**

**Levels of Responsibility**

Students receiving discipline shall follow a process of appeal, which assures fairness and accuracy. The following outlines the levels of responsibility for review and appeal:

1. Review by the Resident Director for disciplinary matters implemented by the Resident Assistant(s).
2. Review by the Director of Residence Life for disciplinary matters implemented and reviewed by the Resident Director(s).
3. Review by two members of the Judicial Appeals Committee for disciplinary matters *not* involving suspension, dismissal, or expulsion implemented by the Director of Residence Life.

4. Review by two members of the Judicial Appeals Committee and the Vice President for Student Life for disciplinary matters involving suspension, dismissal, or expulsion implemented by the Director of Residence Life.

**Appeal Preparation and Requirements**

In preparation for an appeal, the student shall be guided by procedures included in the Student Handbook and presented below. The following are general guidelines for all appeals of student discipline:

1. An appeal of disciplinary action must be submitted in writing within three academic/working days of notification to the appropriate person or appellate body.

2. An appeal must include the student's detailed description and perspective of the incident(s).

3. An appeal must address one or more of the following:
   a. Procedural error
   b. Misapplication or misinterpretation of the rules
   c. Discovery of substantial new facts
   d. Finding of facts not supported by the evidenced.

4. Individuals considered external to the appeal (e.g., parents, relatives, attorneys, media representatives, guests, etc.) are not permitted to participate in the appeals process or attend appeals hearings. Parents, relatives of the student, attorneys, and individuals external to an appeal should not expect interaction with hearing officers during the disciplinary or appeals process.

5. Character witnesses will not be allowed in the appeal process since the presentation of the witnesses, as permitted by the Director of Residence Life, should focus on pertinent, factual information regarding the case.

6. A student conduct appeals advisor may provide student(s) with procedural information and assistance when appealing a decision of the Director of Residence Life, or a suspension/expulsion decision to the Vice President for Student Life.

**Appeals of Suspension, Dismissal, or Expulsion**

Appeals for action of suspension, dismissal or expulsion must:

1. Be submitted to the Vice President for Student Life in writing within three academic/working days from the date of delivery of the written decision to the student.

2. Focus on a review of facts as presented in written form and a letter of appeal written by the student responding to the stated appeal criteria.

3. A student conduct advisor may provide the student with procedural information and assistance. The student may use this assistance if he/she so desires.

4. The Judicial Appeals Committee and Vice President for Student Life shall review a student appeal of action to assure that student handbook policies and procedures were followed and that the goals of the
University were represented in light of the evidence that was presented.

5. During the appeal, parents, relatives of the student, attorneys, and individuals external to the review shall not intervene or make personal contact with the President of the University or members of the University's Board of Trustees. Parents, relatives of the student, attorneys, and individuals external to the review should not expect interaction with the Vice President for Student Life during the disciplinary process.

6. The Judicial Appeals Committee and Vice President for Student Life shall issue a written decision regarding an appeal to the student. The Vice President for Student Life’s decision shall be final.
PUBLICATIONS AND COMMUNICATION
University Calendar
Lakeholm Viewer
Radio Communication
Video Communication
Social Media Policy
Official University Documents
Informal Campus Communication

University Calendar
The University Calendar will host all updated campus events:
http://mvnu.edu/events. Student events and activities should be coordinated
through the Student Government Association. A calendar of all SGA events is
maintained at www.mvnu.edu/sga.

Lakeholm Viewer
The official University student newspaper is published online regularly
throughout the year at www.lakeholmviewer.com.

Radio Communication
The University's radio station, 90.9FM WNZR, is a full service radio station that
provides contemporary Christian music and programming to the Knox County
community. It also provides students with hands-on experience in all areas of
the broadcasting field including on-air talent, production, news, sports,
leadership, and all other aspects of radio operation. WNZR can also be heard
online at http://wnzr.fm and through listen live apps on Google Play and the
iTunes store.

Video Communication
WNZR also operates two video platforms for the university through a
partnership with Stretch Internet, MVNU athletics and the Office of the
President. WNZR.TV streams audio and/or video of all around 60 MVNU home
athletic events each year, including men’s and women’s soccer, men’s and
women’s basketball, volleyball, baseball and softball. Students are camera
operators, grips, run graphics, direct and produce the broadcasts under the
supervision of a faculty advisor. MVNU.TV provides a multi-camera video
stream of most MVNU chapel services, certain lectures and
baccalaureate/commencement. All broadcasts are also available on-demand for
around 8-10 months after the event.

Social Media Policy
This policy serves as pro-active response to the preponderance of social media
tools that individuals use professionally and personally. Because, in many
instances, the lines between one’s personal voice and the institution’s have
become blurred, Mount Vernon Nazarene University has crafted the following
policy to clarify how best to utilize and protect personal and professional
reputations when engaging in social media.
Commitment to Protecting Privacy
Mount Vernon Nazarene University is committed to protecting the information it holds on individuals from unscrupulous uses in the general public. The University expects its employees and students to follow the same online code of conduct outlined in their respective handbooks that they would use in face-to-face interaction. The same laws, professional expectations, and guidelines for interacting with students, parents, alumni, donors, media, and other university constituents apply online as in face-to-face interaction. Employees may be liable for anything they post to social media sites that denigrates, defames, or otherwise causes the institution harm.

The social media policy operates under the University’s broad privacy of constituent information policy
https://www.mvnu.edu/uploads/About/Policies/PrivacyofConstituentInformationPolicy.pdf

Definition
Social media are defined as any communication through popular media outlets which include, but are not limited to, Facebook, Twitter, YouTube, LinkedIn, Tumblr, Pinterest, and Instagram.

Guidelines
General Provisions. The following broad protocols are in effect for all social media sites, including personal ones.

• **Protect confidential and proprietary information.** Individuals should not post confidential or proprietary information about Mount Vernon Nazarene University, or its students, employees, and alumni. Employees must still follow the applicable federal requirements such as FERPA and HIPAA, as well as NAIA regulations. Employees and students should adhere to all applicable University privacy and confidentiality policies, as identified above. Persons who share confidential information do so at the risk of disciplinary action or termination. When in doubt, please consult the immediate supervisor or the Coordinator of Communications and Public Relations.

• **Be Mindful:** Members of the MVNU community are encouraged to consider the essential beliefs, habits and practices of the Church of the Nazarene and exhibit professionalism in all interactions with one another and the public on social media.

• **Respect copyright and fair use.** When posting, individuals should be mindful of the copyright and intellectual property rights of others and of the University. For guidance, consult the copyright policy posted on the library’s website. Any questions regarding fair use or copyrighted material can be directed to the Instruction/Catalog Librarian.

• **Use MVNU logos only with prior consent.** Individuals can use the MVNU logo or any other University images or iconography on personal social media sites only with prior consent. The University’s name cannot be used to promote any product, cause, political party or candidate; this...
prevents the appearance that the person speaks for or represents the University officially. Individuals who need to use an MVNU logo should contact the Director of Creative Services and Marketing Production or an appointed designee. To use an MVNU logo, the individual must have the social media site approved by the Director of Web Development, in consultation with the Coordinator of Communications and Public Relations. Please consult the University’s copyright and trademark policy http://www.mvnu.edu/officesandservices/policies

- **Use MVNU logos, seal or trademarks only in their approved forms.** Logos, seals, fonts or any other official MVNU insignia cannot be modified, added to or subtracted from. Please see the previous point for information on logo usage. Should questions persist, please contact the Director of Creative Services and Marketing Production or the Brand Toolkit on the University portal (http://portal.mvnu.edu).

- **Respect University time and property.** Computer facilities and equipment at the University are provided for instructional and administrative use to help the University more effectively fulfill its mission to provide a Christian liberal arts education. Please consult the University’s technology infrastructure policy and refer to the computer use policy (https://www.mvnu.edu/uploads/About/Policies/its-acceptable-use-policy.pdf) for further information.

- **Terms of service.** Individuals are expected to comply with the terms of service of any social media platform used.

**Institutional Social Media Provisions**

The following broad policies are in effect when individuals post on behalf of an official University office, as well as are the general and best practice guidelines.

- **Have a plan.** Departments should consider the messages, audiences, and goals, as well as a strategy for keeping information on social media sites up-to-date. The University’s Coordinator of Communications and Public Relations can assist and advise with social media planning from the naming of the social media account, hosting possibilities, overall look and feel, etc.

- **Notify the University.** Any University office that has a social media page or would like to start one should contact the University’s Marketing Department to ensure all institutional social media efforts are coordinated and consistent. All institutional pages must have an appointed employee who is identified as being responsible for content and updates. Ideally, this should be the department chair or his/her appointee.

- **Link back to the University.** Whenever possible, link back to the University’s website. Ideally, posts should be brief, redirecting a visitor to content that resides within the MVNU web environment. Always make sure the links are correct.

- **Protect the institutional voice.** Posts on social media sites should protect the University’s institutional voice by remaining professional in tone and in good taste. Each individual MVNU entity should regard its social media site as representing the University as a whole. Please
consider this when naming pages or accounts, selecting a profile picture or icon, and selecting content to post — names, profile images, and posts should all be clearly linked to the particular department or, in some cases, to the institution’s home page.

Individuals should not share information that is confidential and proprietary to the University. This includes information about trademarks, upcoming plans, budgetary information, finances, university strategy, and any other information that has not been publicly released by the University. If there are any questions on these items please contact the direct supervisor.

**Best Practices Provisions**

If individuals are posting on behalf of an official University office or department these guidelines may be helpful, although they apply to anyone posting in any capacity.

- **Think twice before posting.** The line between private and public content has been severely blurred through social media. A post can be found by search engines often years after its creation, and comments can be forwarded or copied. Posts reflect both on the individual and the University. If individuals are unsure about posting something or responding to a comment, ask the immediate supervisor for input or contact the Coordinator of Communications and Public Relations.

- **Be accurate.** The facts should be correct before posting on any social media outlet, and the content reviewed for grammatical and spelling errors. This is especially important if posting on behalf of the University in any capacity.

- **Be respectful.** Writers should understand that content may encourage comments or discussion of opposing ideas. The responses should be considered carefully in light of how they would reflect on others and on the University.

- **Remember your audiences.** Posts on social media outlets may be seen by multiple audiences, including prospective students, current students, pastors and church leaders, current employers, colleagues, and peers. These potential audiences should be carefully considered before publishing to ensure these audiences are not alienated, harmed, or provoked.

- **Photography.** Photographs posted on social media sites can easily be appropriated by visitors. If individuals need to use a photo taken by official University personnel, they should seek permission from the Marketing Department. Users should indicate that photos or graphics are being used courtesy of the Marketing Department, and when possible a watermark should be added, and photos posted at 72 dpi (small enough to prevent outside sources from appropriating them for print). If individuals have any questions about a photo, its sources, ownership or how to post, they should contact the University’s Marketing Department.

**Official University Documents**

In addition to the University Life Handbook (MVNU website), the University
In addition to the regulations governing formal communication on campus, Mount Vernon Nazarene University publishes other official manuals and handbooks including the Computer Policies and Regulations Document, MVNU Calendar, and The University Catalog.

Informal Campus Communication

**Posters and Bulletin Boards**
Posters and other materials, which are to be displayed on campus, must be pre-approved by the Office of Student Life and stamped with an expiration date. Posters must advertise an event on campus sponsored by a campus organization or department. A maximum of 25 posters are permitted with the exception of student campaigning. Posters must be placed on approved bulletin boards or other approved locations (not to be posted on doors or windows) across campus. Use scotch, sticky tack, or masking tape only to hang approved posters. Campaign posters must be limited to a specific area. If in doubt, please consult the Director of Campus Life. Posters must be removed within twenty-four (24) hours after the expiration date stamped on the poster. The Director of Campus Life may make exceptions to this policy.

**Sidewalk Chalk**
Sidewalk chalk may be used in an appropriate manner on residential sidewalks and parking areas. Students may not use sidewalk chalk in the vicinity of the chapel, administration, and classroom buildings. The north sidewalk entrance of the Campus Center is reserved for sidewalk chalk artistry sponsored by the SGA Vice President of Marketing. No chalk products may be used on exterior walls or doors throughout campus.
CAMPUS SAFETY AND PARKING
Campus Protection and Safety
Annual Crime Report
Identification Cards
Traffic and Vehicular Safety
Motor Vehicle Policies
Parking
Bicycles
Skateboards, Longboards, and Rollerblades
Traffic, Parking, and Motor Vehicle Violations

Campus Protection and Safety
Campus Safety officers contribute to the student experience by providing a safe and secure campus in every way possible. Campus Safety protects the physical well-being of students, faculty, staff, and guests, enforces the community policies that pertain to the safety and welfare of all members of the campus community, provides physical protection of the campus facilities, regularly publishes information about campus safety and responds to campus emergency/crisis situations. All Campus Safety Officers are certified in CPR, AED, and First Aid.

One or more Campus Safety officers are on duty 24-hours per day, 7 days per week. It is their responsibility to see that all buildings and properties of the University are secure and to insure the safety and protection of the campus community to the greatest extent possible. It is expected that each student will respect the authority of the Campus Safety officers and provide valid University identification upon request. Campus Safety can be contacted through the campus switchboard, campus perimeter emergency phones, or by dialing campus extension 8686 or 740-399-8686.

Annual Crime Report
A copy of MVNU's Annual Campus Crime Report is available for review by visiting the Campus Safety web page at http://mvnu.edu/studentlife/campusservices/campussafety

Identification Cards
Campus Safety issues student Identification Cards to new students at no cost. Replacement cards are issued for a $10.00 fee. ID cards are used for identification purposes and for obtaining access to certain buildings.

Traffic and Vehicular Safety
Auto Maintenance
Students are prohibited from performing maintenance work on their vehicles on MVNU property. It is dangerous to have vehicles elevated on jacks or jack stands. Oil changes are not permitted on parking lot surfaces due to potential spills.

Driving
All vehicles are to drive only on the blacktop or dirt roads on campus. Vehicles should not be driven on sidewalks, in courtyards, or lawn areas. Parking is not allowed near trash/recycling areas. Vehicles should not be loaded beyond the normal capacity since this interferes with safe operation. Under no circumstances should any student ride on the outside of a moving vehicle.

Loss of Privilege
Repeated offenses, irresponsible behavior disregarding safety, or failure to respect the common needs of the campus community while operating a motor vehicle may result in the loss of the privilege to have a motor vehicle on campus.

Speed Limit and Traffic Signs
All campus drivers should obey posted speed limits and traffic signs. The speed limit on campus is 20 mph. Penalties for illegal parking and moving violations are enforced.

Vehicle Stopping
From time to time, Campus Safety officers will stop and check all cars coming or leaving the campus. Any student failing to stop will result in a fine and could result in the loss of the privilege to have a motor vehicle on campus.

Motor Vehicle Policies
Students are permitted to have one motor vehicle on campus (including motorcycles). This privilege may be denied to any student who cannot or will not assume mature responsibility for the motor vehicle and the safety of the campus community. All vehicles must have a current state registration and vehicle insurance.

Registration
All motor vehicles must be registered online by visiting www.mvnu.edu/autoreg. Registration should be completed prior to or at the time the motor vehicle is brought on campus. The registration decal may be picked up in the Campus Safety office two days after submitting the online registration. The decal must be displayed on the front windshield lower passenger side.

Change in Registration
Any change in vehicle or licensing should be updated by emailing campus.safety@mvnu.edu.

Motorcycles
Motorcycles are allowed on campus for transportation to and from the campus only. They are not allowed for pleasure riding on campus. Motorcycles must be parked in designated parking areas and not in the shelters provided for bicycles. Motorcycles parked in these shelters will be towed away at owner's expense. All motorcycles must be licensed, insured and registered with Campus Safety as outlined above.
Operable Condition
Parking permits are limited to properly licensed, insured and operable motor vehicles. When Campus Safety determines that a vehicle remains in a disrepair, inoperable condition, or is not properly licensed, Campus Safety will notify the registered student by email. If the owner or registrant fails to remove the vehicle to an off-campus location within seven days of notification, the parking permit will be revoked and the vehicle will be towed to an off-campus location, at the owner’s or registrant’s expense.

Vehicle Search
Alcohol, tobacco products, e-cigarettes/vapors, illegal drugs or drug paraphernalia are not permitted on campus or in student vehicles. Student vehicles are subject to search by Campus Safety officers investigating alcohol, drugs, e-cigarettes/vapors, fireworks, weapon, or pornographic materials violations.

Parking
Parking Assignments
Mount Vernon Nazarene University is considered a walking campus. Residential students must park in their designated primary lot or backup lot as assigned according to residence area as outlined in the chart below. Parking in the Grove, Hyson Campus Center, PSU, LLRC, Jennie K. Moore, and Jetter School of Business lots is not permitted for residential students.

<table>
<thead>
<tr>
<th>Group</th>
<th>Sticker Color</th>
<th>Primary Lot</th>
<th>Backup Lot(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Campus Visitors</td>
<td>No sticker</td>
<td>C</td>
<td>A</td>
</tr>
<tr>
<td>College Credit Plus Students</td>
<td>Purple</td>
<td>C</td>
<td>A</td>
</tr>
<tr>
<td>Commuter Students</td>
<td>Blue</td>
<td>C</td>
<td>A</td>
</tr>
<tr>
<td>Cypress Residents</td>
<td>Gray</td>
<td>E</td>
<td>A</td>
</tr>
<tr>
<td>Redwood Residents</td>
<td>Gray</td>
<td>E</td>
<td>A</td>
</tr>
<tr>
<td>Spruce Residents</td>
<td>Gray</td>
<td>E</td>
<td>A</td>
</tr>
<tr>
<td>Galloway Residents</td>
<td>Orange</td>
<td>G</td>
<td>C, A</td>
</tr>
<tr>
<td>Birch D Residents</td>
<td>Brown</td>
<td>O</td>
<td>C, A</td>
</tr>
<tr>
<td>Cedar Residents</td>
<td>Brown</td>
<td>O</td>
<td>C, A</td>
</tr>
<tr>
<td>Oakwood Residents</td>
<td>Brown</td>
<td>O</td>
<td>C, A</td>
</tr>
<tr>
<td>Pioneer Residents</td>
<td>Green</td>
<td>P</td>
<td>G, A</td>
</tr>
<tr>
<td>Birch E and Birch F Residents</td>
<td>Red</td>
<td>R</td>
<td>A</td>
</tr>
<tr>
<td>Elmwood Residents</td>
<td>Red</td>
<td>R</td>
<td>A</td>
</tr>
<tr>
<td>Maplewood Residents</td>
<td>Red</td>
<td>R</td>
<td>A</td>
</tr>
<tr>
<td>Rosewood Residents</td>
<td>Red</td>
<td>R</td>
<td>A</td>
</tr>
</tbody>
</table>
Commuter Chapel Parking Amnesty
If the chapel lot is full, commuters may park in any space on campus (excluding handicapped and marked reserved spaces) between 10:00-11:30 am on chapel days (Monday, Wednesday, Friday).

Parking Regulations
- Yellow lined spaces are for faculty and staff only from 6:00 a.m. – 4:30 p.m., Monday – Friday. White lined spaces in assigned parking lot are for students. Students may park in any parking lot Monday – Sunday, 4:30 p.m. - midnight.
- A student must have a handicap decal to be permitted to park in a handicap parking spot. Temporary handicap or medical passes are available by contacting the Student Health Services office.
- Parking is not permitted in the fire lanes in front of any building according to state law.
- Parking is not permitted in the parking spots that are reserved for service vehicles.
- Parking or driving is not permitted on the sidewalks or on the grass for
any reason.

- Parking is not permitted in front of a trash/recycling areas.
- Students may request a temporary parking pass for temporary change of vehicles by contacting Campus Safety.
- Visitor passes will be issued to visitors to the University during the duration of their visits upon request initiated by visitors or the person or the department to be visited. The passes, which must be displayed in the visitors’ cars’ windshield, authorize parking for such time (temporary) as the visitor will be on campus.

Parking During School Breaks
Before leaving for holidays, mission or athletic trips and/or Spring Breaks, students must contact Campus Safety for their parking assignment if their vehicle will remain on campus during the break. Anyone failing to do so may have his or her vehicle towed at owner’s expense. All motor vehicles left on campus after June 1 will be towed away at owner’s expense.

Visitor Parking
Visitor parking spaces are available in the north and south Chapel lots, the Lakeholm Administration Building lot, and behind Ariel Arena.

Bicycles
Bicycles must be registered at www.mvnu.edu/bikereg and be parked in the bike sheds provided on campus. For protection, the bike should be locked in the bike shed. MVNU recommends purchasing a heavy-duty bicycle U-lock as they provide better theft protection than a chain or cable lock. The storage or placement of bicycles is not permitted anywhere inside campus buildings. Bicycles not removed from campus by May 15 will be removed from campus and brought to the Facilities Service building. Any unclaimed bicycle will be donated by June 15. Summer residents should have their bicycle registered and stored in the bicycle shed between Birch E & F and Cypress bike rack for married housing.

Skateboards, Longboards, and Rollerblades
Skateboards, longboards, rollerblades and other similar devices are approved for use as transportation on university property but may not be used in any manner that places pedestrians at risk. Persons may coast or ride upon any sidewalk or improved surface used for pedestrian purposes provided they yield the right-of-way to pedestrians on foot. Street traffic policies must be maintained when riding on a vehicle roadway.

The use of skateboards, longboards, rollerblades and other similar devices for racing, stunting, and other purposes is strictly prohibited. Usage is prohibited within any building on MVNU property or on any surface features such as handicapped ramps, benches, concrete landings, steps, and other architectural features. Persons using roller skates or rollerblades must remove them before entering all university buildings. Anyone using rollerblades in any building may be subject to having them confiscated for the school year.
Traffic, Parking, and Motor Vehicle and other Violations
The violation of traffic, parking, and motor vehicle regulations will result in disciplinary action and/or fines as outlined below. A third offense of the same violation will result in fines being doubled. These rules apply to all persons driving on campus and will be enforced 24 hours a day, seven days a week.

Citations
Parking in a No Parking Zone $20
Parking/driving on grass, sidewalks or courtyards $20
Parking in lot other than designated on decal $20
Failing to display or improper display of decal $30
Parking in faculty/staff parking areas $20
Failing to register vehicle $100
Failing to stop at a stop sign $50
Fire lane violation $50
Reckless driving/speeding $50
Failing to stop for or comply with a Campus Safety Officer $50
Wrong way on a one-way street $20
Handicap parking violation $50
Blocking trash/recycling and dumpster access $50
Boot removal $75 + violation fine
Other Various
Trespassing $75
Assault on a Campus Safety Officer $250

Vehicle or towing
Vehicles will be immobilized or towed away after three citations of Failing to Register Vehicle and/or repeated failure to abide by Campus Safety regulations.

Im immobilization is the attachment of a device that inhibits the movement of a vehicle. Mount Vernon Nazarene University is not responsible for any damage incurred in applying the immobilizer and assumes no liability for damages to vehicles that are attempted to be driven while immobilized. Any damage to or loss of the immobilizer will be assessed in addition to the immobilization fee. Cost of the vehicle immobilizer will be assessed the permit holder or vehicle owner. Immobilizing boot removal and violation fine(s) must be paid in full at Student Accounts accompanied with a receipt to Campus Safety before release of vehicle. Immobilization fines must be paid within 72 hours or the vehicle will be towed at the owner’s expense.

Citation Appeal
Citations may be appealed within three (3) school days. To submit an appeal visit:
http://mvnu.edu/uploads/StudentLife/Appeal%20Form.pdf
UNIVERSITY FACILITIES
Please visit the campus map for full details about University facilities: